I. Board policy:

A. Expenses for official hospitality, community relations, or public relations may be reimbursed by a campus only when such activities are directly related to the objectives of the campus.

II. Procedures:

A. As a guide to making a determination as to when hospitality expenses will be reimbursable, those authorized to approve hospitality must:
   1. determine that the activity is directly related to an objective of the campus; and
   2. evaluate the importance of the event in terms of the costs that will be incurred, benefits that are anticipated from the expenditure, the availability of funds, and alternatives that would be equally effective in accomplishing the desired objective.

B. Hospitality expenses which exceed an aggregate of $50.00 must be approved prior to the event as provided in section D.

C. Occasions for which the expenses of official hospitality may be approved are limited to the following:
   1. when the campus is host or sponsor of a meeting of a learned or professional society or organization, the cost of meals or light refreshments may be defrayed by the unit;
   2. when the campus hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the cost of meals or light refreshments may be defrayed by the campus;
   3. when meetings of an administrative nature are held which are directly concerned with the welfare of the campus, the cost of meals or light refreshments may be defrayed by the unit. Where meals are involved, they must be a necessary and integral part of the business meeting;
   4. when meetings between students and faculty or administrators are held, the cost of meals or light refreshments may be defrayed;
   5. receptions for special ceremonies may be approved by the president, chancellor, appropriate vice president or director of student services; and
   6. expenses relating to recruitment of prospective students are not considered hospitality and are not included in this policy. These expenses are part of a campus’s normal function and as such may be approved by the appropriate department chair, director or dean.

D. The president or chancellor and such persons as he/she may designate have authority to approve expenditures for official hospitality.
   1. Amount authorized:
      (a) (1) maximum per person expenditure for the person(s) being entertained and for the campus employee(s) as the official host or participating at the request of the official host shall not exceed the amount set out in the hospitality approval form;
      (b)(2) for catered events, delivery and set-up charges must be included when determining the authorized amount;
      (c) if the hospitality is to benefit persons from outside the campus, the department may pay for the meal expenses of its guest and normally that of one official host from the department and other department members whose attendance is authorized by designated campus officials in accordance with the schedule listed in D1 above;
      (d) a campus employee who is in travel status and eligible for meal allowances shall deduct the equivalent allowance for meal(s) received under this policy from the travel allowance.

History:
SUBJECT: GOVERNANCE AND ORGANIZATION
Policy 205.4 – Campus Hospitality

Effective: November 18, 1999; Issued: December 10, 1999; Revised: January 6, 2022

II. Definitions:

A. An official guest is a person, not otherwise employed or compensated by the campus, who is present on the campus to render a service on the campus, or at the invitation of the campus, or as a guest of the campus.

B. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.
III. Form:

A suggested form to be used when requesting approval of official hospitality is attached.

History:

HOSPITALITY APPROVAL FORM

(NAME OF CAMPUS)

(This format is suggested for use when submitting requests for approval of official hospitality.)

____________________________________

(DATE)

To: _________________________________

Permission is requested to use ___________________________ funds for official hospitality as follows:

Date: __________ For: ___________________________ $______

(Refreshments/breakfast/lunch/dinner)

Name of guest(s) or function: _________________________________________________

____________________________________________________________________________

No. of Persons: _________________ From: _________________________________

(Community, other campus, etc.)

Purpose of Entertaining: ____________________________________________________

____________________________________________________________________________

Official Host: _________________________________

Requested by: ______________________ Approved by: ______________________

Date: _____________________________

Note: After approval return this form to requesting department.

History: