

STOCKTON UNIVERSITY



PROCEDURE

Reception and Entertainment Procedure

Procedure Administrator: Director of Disbursements
Authority: OMB Circular No. 11-09, Entertainment, Meals, and Refreshments
Effective Date: July 29, 2009; January 22, 2025
Index Cross-References: Procedure 6411 Accounts Payable; Procedure 6412 University Travel; Procedure 6611 Credit Cards for Employees
Procedure File Number: 6412.5
Approved By: Dr. Joe Bertolino, President

Stockton University will follow the guidelines in OMB Circular No. 11-09, which outline the procedure for expending University funds for reception and entertainment expenses, meals, and refreshments.

Please refer to the University's Travel Procedure regarding meal reimbursements while on University business, and to negotiated union agreements regarding meals when working hours in excess of the standard hours.

I. Definitions

Dignitary – A notable or prominent public figure; a high-level official; or one who holds a position of honor. A dignitary, as defined by the State's circular letter, is not a State employee.

Entertainment – Activities, events or functions provided or held for the benefit of students of the University, dignitaries, and other "non-State" employees which are paid from public funds.

Retreat – A meeting of University employees held away from the normal work environment in which organizational priorities, strategies, or challenges are discussed. The retreat must last a minimum of one day and must be approved by an appropriate Divisional Executive or the University President.

Light Refreshments – Food and beverage consumed outside regular meals.

II. General Requirements

Expenses for receptions and entertainment must be approved by the President, Provost, Sr. Vice Presidents, Vice Presidents, Deans, Department Chair or Department Head, except when specifically designated in writing.

When making purchases or seeking reimbursement for reception and entertainment expenses, employees must adhere to the following University procedures, as applicable:

- Accounts Payable, Procedure 6411
- Travel, Procedure 6412
- Credit Cards for Employees, Procedure 6611

In general, on-campus catered events must utilize the services of the University's Contracted Food Service Provider, Stockton Dining Services, also known as Chartwells.

This procedure does not apply to private funds donated to the Stockton University Foundation.

III. Allowable Expenditures

Allowable reception and entertainment expenditures must be reasonable, appropriate, and justifiable and include the following:

- a. Entertainment and/or recognition of students, including meals, refreshments, and any other expenses directly related to such entertainment.
- b. Entertainment expenditures related to University employees are allowable when such employees are essential to the conduct of the activity, event, or function. Normally these activities, events, or functions are related to student recognition activities.
- c. All reasonable costs of Commencement, Convocation, Student Orientation, Student Recruitment activities, and other University-wide events (e.g., Employee Recognition Day).
- d. Entertainment of dignitaries and other "non-State" employees, including meals and refreshments and any other expenses directly related to such entertainment. It is expected that expenditures for this purpose will be minimal and infrequent.
- e. Board of Trustees meetings, retreats, committee meetings, and other events having direct involvement with a board member.
- f. Expenses for retreats as defined in this procedure.
- g. Meals at formal training and working sessions are authorized if such sessions last 3.5 hours or more and it is necessary that employees remain at the training or working site which is not the employee's official workstation. Refreshments for breaks may also be provided at University sanctioned training sessions.
- h. Light refreshments as defined in this procedure can be purchased for in-person meetings with a business purpose lasting 2 hours or more.
- i. Recognition/appreciation events for visiting speakers, artists, writers, alumni, or donors. The number of University personnel participating should be reasonable.
- j. In any case in which a federal or other non-state-funded grant project budget has specific provision for payment for meals or refreshments for any group or groups attending meetings, workshops, seminars, training sessions or similar functions, funds may be expended for that purpose. This is limited to the amount specified in the approved grant.

- k. Direct costs relating to the operation and promotion of programs and conferences in which a fee is collected from participants of the programs and conferences.
- l. Special events open to the public (alumni, etc.) in which a fee is collected from participants of the specific event to cover expenses.
- m. Reimbursement for the cost of an official luncheon or dinner which an employee is required to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to University business and the employee's responsibilities.
- n. Candidate search committee meals associated with the interview process for prospective employees at the level of Dean/Budget Unit Manager, Provost/Divisional Vice President or Faculty are reimbursable. University employees may be reimbursed for meals (meal allowances will be given at the standard rate) when accompanying employment candidates to a meal to further the interview process. There should normally be no more than four search committee members participating for each applicant. If more than four people attend, justification should be included. Only reimbursement for candidates and University employees will be authorized.

IV. Prohibited Expenditures

- a. Expenses for alcohol beverages.
- b. Receptions or other social functions held for or honoring any employee or group of employees of the University (retirement, awards, birthdays, weddings, anniversaries, appointments, or farewell gatherings, etc.).
- c. Meals or refreshments served to participants (other than students, officials, press-box personnel) or guests at any athletic or other games or contests.
- d. Reception and entertainment for personal use or without a clear business purpose.
- e. Costs associated with an employee's spouse, partner, or family member to attend any official University event.

Review History:

	Date
Procedure Administrator	10/17/2024
Divisional Executive	10/17/2024
General Counsel	10/30/2024
Senior Leadership	01/16/2025
President	01/22/2025