



## PROCEDURE

### **Reception / Entertainment Procedure**

Procedure Administrator: Associate Vice President for Administration and Finance

Authority:

Effective Date: July 29, 2009

Index Cross-References:

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Approved By: Dr. Herman J. Saatkamp, Jr., President

### **Reception/Entertainment Procedure**

The procedure is intended to provide explicit framework for the expenditure of University funds for the purchase of food/refreshments on and/or off campus. The per diem rate for overnight travel will be covered under the travel procedures. Exceptions to this Procedure shall be rare and based upon extraordinary and compelling letter of explanation. Where reimbursement for Official Reception/Entertainment is from a grant or contract; the employee must receive prior approval from the Grants Accountant in order to establish that all anticipated costs will be allowable for reimbursement in accordance with the grant/contract terms.

As a general rule, catering with the University dining service vendor is required unless, refused by University catering vendor. Allowable expenditures by University personnel for events must be reasonable, appropriate and justifiable.

Specific information that must be included with Reception/Entertainment Approval form (ARE form)

- Name or other identity of the group or function (no abbreviations or acronyms)
- Purpose of the function,
- Group composition; the class citizen members of advisory committees, workshops etc.
- Names and titles of all University employees included in the group
- The FOPAL (Budget) to be charged
- Any other information or justification which will demonstrate the relationship of the function to the program or the benefit to the University resulting from the function

A completed Request for Approval for Attendance at Event Form is to accompany ARE Form (if applicable). Any questions on the Request Forms contact Affirmative Action/Ethics Office.

### Allowable Expenditures

Costs in the entertainment of students including meals  
Commencement, Convocation and Student Orientation activities  
Recognition or recruitment of students

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.

Entertainment expenditures related to State employees are allowable only to the extent that such employees are essential to the conduct of the activity, event or function. Such expenses must be primarily for groups, committees, task forces, workshop participants and other persons who are not employees of the University department sponsoring the function. The total number of students/ non-employees’ participants must be 80% or more of the group composition.

Costs of meals and refreshments for all officially scheduled receptions, meeting or conferences, provided that such expenses are directly related to the goals or objectives of the program for which the funds have been appropriated.

To the extent that University employees are participating members or are directly involved with the organization and conduct meetings as workshop leaders, or in some similar capacity are essential to conducting the meeting, appropriated funds may be used to pay their expenses.

Meals at formal training and working sessions are authorized if lasting five hours or more and it is necessary that employees remain at the working or training site which is not the employee’s official work station. Refreshments for breaks may also be provided at these training sessions, providing that they are University sanctioned. Such expenses for meals and breaks must be authorized by the appropriate Vice President or the President.

An annual University-wide ceremony recognizing length of service and retirees is authorized (Employee Recognition Day)

Direct costs relating to the operation, functioning and promotion of programs and conferences in which a fee is collected from participants of the programs, courses, seminars and conferences, example: HSHS courses.

Special events open to the public (alumni, etc.) in which a fee is collected from participants of the specific event to cover these expenditures.

Recognition/appreciation events for a course associated visiting speaker, artist, writer; the number of University personnel participating should be reasonable and appropriate. Only reimbursement for honoree, students/participants and University employees will be authorized.

Food and associated expenses for visiting officials and/or dignitaries are reimbursable. It is expected that expenditures for this purpose will be reasonable and appropriate.

Reimbursement is approved for the cost of an official luncheon or dinner which an employee is required to attend, where such meal is scheduled as an integral part of an official proceeding or program related to state business and the employee's responsibilities.

Candidate search committee meals associated with extending 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 further the interview process, but there should normally be no more than four Search Committee members participating for every applicant. If more than four people attend this function, justification should be included. The employee reimbursement shall require an approved ARE form for each instance with the name of the candidate and any associated University employees. Only reimbursement for candidates and University employees will be authorized.

Expenses for retreats are reimbursable. A retreat is defined as a meeting of state employees, held away from the normal work environment in which organizational problems and procedures are discussed. The **retreat must last a minimum of one day** and must be approved by an appropriate Vice President or the President

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.

### Prohibited Expenditures

- Meals and other expense for functions held primarily for the benefit of University officials and/or employees (e.g., working lunches, staff meetings, etc.). If such meetings, workshops, etc. are conducted at such times that they result in eligibility for "overtime meal allowance," (see overtime meal allowance section).

- Receptions or other social functions held for or honoring any employee or group of employees of the State (retirement, awards, appointments, etc.).
- Meals or refreshments to be served to participants or guests at any athletic or other games or contests, other than students
- Meals for non-employee spouses who may accompany an employee to an official University event.
- Charges for alcohol beverages
- Meal costs for one-day trips that do not involve overnight lodging are not reimbursable; in certain cases, the overtime meal allowance applies.
- Receptions or other social functions held for or honoring any employee or group of employees of the University (retirement, awards, appointments, etc.), the exception being Employee Recognition Day or an Alumni event approved by the Development Office.
- Expenses for regularly scheduled professional organizational/departmental meetings
- Unless required by contract, no subsistence expenses are allowed an employee at his/her official station, at the place where he/she resides, or within a radius of ten miles from such station.

#### *Overtime Meal Allowance and Student Non Overnight Travel Rate*

When an employee is authorized or assigned hours of work beyond the normal work day and performs at least three such additional consecutive hours of work that are not otherwise compensated for at a premium rates on either a cash or compensatory time basis, then such employees may be provided the meal reimbursement appropriate for the circumstances from the over time meal schedule. The three hours of eligibility must not include the time utilized for a meal break or for travel associated with the meal break.

When either of the two meals can be construed as appropriate, reimbursement shall be made for the less costly meal.

The employee may be reimbursed for meals at the overtime meal rate (below) or rate agreed upon per a contractual agreement.

When a student is authorized and approved at the level of Dean/Budget Unit Manager, Provost/Divisional Vice President participates in an approved non overnight University sanctioned event/program/travel away from the University campus, the students may be provided the funds listed below or the faculty/advisor may be reimbursed at rate below for food provided to the students. The chart below is the maximum rate and can be reduced based on travel destination and availability of funds, authorization must be obtained prior to travel by the appropriate Budget Unit Manager. A student signature sheet including Z# must be provided to verify student receipt of funds.

Breakfast	\$ 5
Lunch	\$ 7
Dinner	\$10

Approval History:

	Date
President	07/29/09