

Policy Number: 203.0

Policy Title: Hospitality & Entertainment

Effective Date: 3/2013

Review / Revision Date: April 10th, 2024

POLICY:

I. Hospitality & Entertainment::

A. Introduction:

1. In accordance with the [MUS Policy and Procedures, Section 205.4](#), expenses for official hospitality, community relations and public relations may be paid by a unit when those activities are directly related to the unit.

B. Definitions:

1. 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.
2. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

C. Those authorized to approve hospitality must determine that the activity is directly related to an objective of the unit and evaluate the importance of the event in terms of cost versus benefits and alternatives that would be equally effective. If the hospitality is to benefit persons from outside the unit, the department may pay for the meal expenses of its guest and two official hosts from the University.

1. **Candidate Expenses**

- a. Must be in compliance with the Policy on Academic Recruitment.
- b. Must be in compliance with the Policy on Administrative Recruitment.
- c. Exceptions must be approved by the appropriate Vice Chancellor or designee.

2. **Unallowable Entertainment and Hospitality Expenses**

- a. Beverages and food items containing alcohol, CBD, or any controlled substance.
- b. Sponsorships or entry fees (i.e. Golf Tournaments or Wine Festival).
- c. Purchase of food items/supplies to be prepared for consumption and does not meet the appropriate health standards proscribed by applicable municipal, state, and federal laws and regulations.

D. If a department plans to pay for food or light refreshments and the cost will exceed \$50.00, a Hospitality Form must be completed and approved prior to the time the expense is incurred.

E. University policy prohibits expenditure of funds for food or entertainment except for educational expenses including workshops, seminars and conferences where the food is included as part of the cost. Exempt are student government and agency fund accounts with prior approval from Vice Chancellors or Chancellor. Agency funds do not require hospitality approval form.

F. Charge Accounts & Guest Passes through Sodexo

1. Names and Purpose of the charge must be submitted with the Banner Payment Authorization for payment.
2. UCard's are not allowed to be used.

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- G. For meetings between students and faculty or administrators, only the cost of light refreshments may be defrayed.
- H. To be reimbursable, food or entertainment expenses which exceed an aggregate \$50.00 must be approved prior to the event.
- I. Expenses relating to recruitment of prospective students are not considered entertainment and are not included in this policy. These expenses are part of a unit's normal function and as such may be approved by the appropriate department chair, director or dean. Hospitality forms are not required for recruitment expenditures.
- J. Grant and contract funds may be expended only if specifically authorized in the grant or contract, and only to the extent and for the purpose(s) authorized by the grant or contract.
- K. The Business Office may not honor reimbursement requests not accompanied by the hospitality approval form when the amount request exceeds \$50.00.