



Administrative Procedure #: 1702

Title: Hospitality Expenses

Effective Date: Jan. 27, 2026

SECTION 1. PURPOSE & SCOPE

- 1.1. **PURPOSE:** Fairmont State University (FSU) may incur hospitality expenses to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the University. This administrative procedure applies to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, sporting or entertainment event; or other occasion that promotes the mission of the University and serves a genuine business purpose. The administrative procedure also addresses meals served to employees and meals provided to prospective students and employees.
- 1.2. **SCOPE:** This administrative procedure applies to all FSU employees when FSU state funds are used for meal and hospitality expenses. This does not apply to meals and hospitality expenses when using Fairmont State Foundation, Inc. (FSF) funds. The FSU Purchasing Card (P-Card) cannot be used for any expenses deemed unallowable in this administrative procedure regardless of whether the Foundation will be reimbursing the University for the expense. For those specific situations, an FSU Foundation card must be used to cover the expense, or the invoice must be submitted directly to the FSU Foundation to process for payment.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. **APPROVAL:** Authority for this Administrative Procedure rests with Chief Financial Officer (CFO).
- 2.2. **DELEGATION:** The CFO or the Director of Procurement may delegate authority before the expense is incurred.
- 2.3. **APPLICABILITY:** All employees are charged with providing full support to this administrative procedure. It is the responsibility of unit leadership to implement this administrative procedure within their areas.

SECTION 3. DEFINITIONS

- 3.1. **BUSINESS EXPENSE:** An expense incurred in achieving the University's mission or directly related to the conduct of official University business and must be:
 - 3.1.1. Appropriate to the activity
 - 3.1.2. Reasonable in amount

- 3.1.3. Serve a genuine University purpose
- 3.1.4. An expense that serves primarily to furnish the individual with a social or personal benefit is not a business expense
- 3.2. HOSPITALITY: food, non-alcoholic beverages, facility rental, entertainment, and other related expenses for the reception of guests for a specific event or function relating to conducting University business. May include employee expense under stipulations outlined herein.

SECTION 4. PROCEDURE

4.1. MEAL AND HOSPITALITY EXPENSES

4.1.1. Allowable Business Expenses: The following expenses are considered allowable.

- 4.1.1.1. Business Meals. Light refreshments and meals with external parties (i.e., business associates, consultants) when such meals are in the interests of the University. This also includes conferences, workshops, seminars, and other similar functions hosted by the University.
- 4.1.1.2. Courtesy Refreshments. Light refreshments for visitors of the University.
- 4.1.1.3. Employee Recognition/Appreciation Functions. Light refreshments and meals for functions honoring faculty, staff, or student recipients of awards, milestones, or other appreciation. Employee recognition/appreciation functions for faculty and staff are limited to the Office of Human Resources (HR). Note: The WV Ethics Act must be followed for any employee recognition expenses.
- 4.1.1.4. Employee training and development. Light refreshments and meals during planned employee training and development events involving multiple employees across multiple departments. The duration of the training must be four (4) hours or longer. This also includes formal staff retreats.
- 4.1.1.5. Recruiting Meals. Light refreshments and meals for prospective students, student athletes, and their family when the meals are a necessary, customary, or expected part of a recruiting process. Hospitality provided to student athletes and athletic recruits must be in accordance with the rules, regulations, guidelines, standards and procedures of the intercollegiate athletic association's national governing board (e.g., National Collegiate Athletic Association).

- 4.1.1.6. Candidate Meals. Light refreshments and meals for prospective faculty and staff when the meals are necessary or customary. The ratio of faculty/staff to candidate should be reasonable in nature.
- 4.1.1.7. University-hosted events. Light refreshments and meals during recognized University-sponsored seminars, workshops, conferences, and other similar functions where outside guests are included.
- 4.1.1.8. Student Meals. Light refreshments and meals for students representing the University or participating in official student activities.
- 4.1.1.9. Working Meals. Non-routine, reasonable light refreshments and meals consumed during working hours in which all attendees are employees. The food should be served on campus rather than an offsite dining establishment and should be necessitated by emergency operational requirements.
- 4.1.2. Unallowable Expenses: The following are examples of expenses that are not permissible.
 - 4.1.2.1. Any hospitality expenses paid using grant funds unless specifically allowed in writing by the funding agency agreement and confirmed by the Office of Sponsored Programs if not in the originally approved budget.
 - 4.1.2.2. Departmental staff meetings and standing internal committee meetings between University employees.
 - 4.1.2.3. Meal expenses not permitted by the FSU Travel Manual.
 - 4.1.2.4. Meals with new employees or employees leaving the University (i.e. new hires/exit interviews).
 - 4.1.2.5. Employee only social gatherings, such as, but not limited to:
 - 4.1.2.5.1. Anniversaries
 - 4.1.2.5.2. Birthday parties
 - 4.1.2.5.3. Holiday parties
 - 4.1.2.5.4. The examples listed above are not an all-inclusive list. If you have any questions regarding whether an event or item(s) are allowable, please contact Procurement prior to the event at:
procurement@fairmontstate.edu.



- 4.2. HOSPITALITY WHILE ON OFFICIAL TRAVEL: Hospitality expenses while on travel are permitted, but shall be limited to the following:
- 4.2.1. Fundraising/promotional/development meetings or events on behalf of FSU, as required as part of the employee's job duties; and
 - 4.2.2. Any hospitality meal provided to or by a University employee while on travel status must be deducted from the amount allotted for that meal based upon the per diem rate and must include required documentation. Excess per diem allowances received are considered taxable income to the employee and possibly a violation of the WV State Ethics Act.
 - 4.2.3. Meals involving only employees of FSU when using FSU funds are not permissible. Meals with colleagues are not considered hospitality while on travel even if general business was discussed and are not permissible. Allowable hospitality while on travel is limited to activities required as part of the employee's job duties as outlined above.
- 4.3. DOCUMENTATION REQUIRED. The Hospitality Documentation Form must be completed and submitted at least two (2) weeks prior to the event to procurement@fairmontstate.edu. The form must be completed in its entirety and include the following information:
- 4.3.1. Name, Location and Date(s) of the Function
 - 4.3.2. Detailed list of estimated expenses
 - 4.3.3. Detailed business purpose of the Function
 - 4.3.4. Attendee names and relationships to FSU, including providing the following information:
 - 4.3.4.1. Group of 20 attendees or less: List of attendees and their relationship to FSU.
 - 4.3.4.2. Group larger than 20 attendees: The group's relationship to FSU.
 - 4.3.4.3. Regardless of the number of attendees, attendee names must be included for all personal guests of employees (e.g., spouse/partner, children).
 - 4.3.5. If the function is for employee training, HR approval is required.
 - 4.3.6. All hospitality functions should utilize on-campus dining offerings, unless offerings are not available or not practical to the event. If the University-contracted food service provider is not providing the hospitality, their representative must sign off on the Hospitality Documentation Form.

- 4.3.7. The Hospitality Documentation Form must be completed by the function representative. Multiple forms should not be completed for the same event. For example, one form is to be completed for Graduation, Welcome Weekend, etc., with all applicable estimated expenses and information completed on the form by the function representative.
- 4.3.8. A 10% variance is permitted between the estimated and actual costs. If the actual expenses exceed the estimate by more than 10%, an amended Hospitality Documentation Form must be submitted to reflect the updated total and to obtain appropriate approvals.
- 4.4. OTHER REQUIREMENTS OR INFORMATION:
 - 4.4.1. For guidance on employee recognition and retirement events/gifts, please refer to the WV Ethics Commission: <https://ethics.wv.gov> Alternatively, contact the Procurement Office directly.
 - 4.4.2. Alcohol purchases for on campus events must follow appropriate guidance for use of alcohol at a University event. The Special Events Request Form (Permit for Use of Alcoholic Beverages) and the Hospitality form must be submitted at least two (2) weeks in advance of the event.

SECTION 5. INTENDED AUDIENCE

- 5.1. Any exception to this administrative procedure must be obtained by the CFO or the Director of Procurement or his/her designee before the expense is incurred.
- 5.2. Authority & References:
 - 5.2.1. W. Va. Code §§ 6B-1-1 *et seq.* and W. Va. Code §18B-5-9.
 - 5.2.2. Relevant institutional guidance documents include, but are not limited to:
 - 5.2.2.1. Administrative Policy on Official University Travel
 - 5.2.2.2. Fairmont State University Purchasing Card (P-Card) Manual
 - 5.2.2.3. Fairmont State University Purchasing Manual

SECTION 6. REVISION HISTORY

- 6.1. FREQUENCY OF REVIEW: Every three years.
- 6.2. APPROVED: Approved by the President on January 27, 2026.