

HOSPITALITY GUIDELINES

Effective: August 15, 2008

Updated: October 3, 2014 (to correct the account codes only)

Updated: July 1, 2019 (new form and requires prior approval)

Please note that the campus food service vendor has exclusive rights to all food served on our campus and permission must be received by our food service vendor for any food to be bought from another vendor.

Hospitality is defined as the expense of state funds for the reception of guests by a spending agency for a specific event or function related to conducting state business provided that the function is:

- necessary
- appropriate to the occasion
- reasonable in amount
- serves as a bona fide University purpose

These expenses include meals, refreshments, awards and supporting purchases for the event, such as paper products, décor items, etc.

Hospitality guidelines outlining allowable and prohibited expenses according to groups and functions:

STUDENTS

| Students - Allowable Expenses | Account Code |
|---|--------------|
| Receptions and banquets for which the primary purpose is the attendance and benefit of student groups, or potential students. | H168XX |
| Paper products and props supporting the service and décor of student functions | H168XX |
| Awards to students for performance and or competition | H168XX |
| Events held to promote a social atmosphere at the University or Technical College | H168XX |

| Students - Prohibited Expenses |
|---|
| Alcohol |
| Gifts given without recognition of performance or competition |

EMPLOYEES

| Employees - Allowable Expenses | Account Code |
|---|------------------|
| Conferences held by University or Technical College personnel for which registration and/or vendor fees are charged. | H148XX |
| *Pre-authorized employee recognition events | H148XX |
| *Pre-authorized training to ensure proper ability to perform job duties. | H148XX H157XX |
| Hospitality expense related to the required attendance of State employees from various geographical locations | H148XX |
| Events that build relationships with potential donors opened to alumni, retirees and current staff, faculty and students. | H148XX |

| Employees - Prohibited Expenses |
|---|
| Alcohol |
| Intradepartmental recognition/awards |
| Parties of personal nature: birthday, retirement, going away, holiday, etc. |
| Intradepartmental training, workshops or meetings: pizza parties, catering, order in, pick up, etc. |
| Charitable donations |
| Personal nature items used to entertain guests: golf clubs, club memberships, event tickets |
| Meals and refreshments for employees only |

****Pre-authorized indicates that the School/College Administrator with PC level approval has authorized the expenditure of the event.***

OFFICIAL FUNCTIONS

| Official functions - Allowable Expenses | Account Code |
|--|--------------|
| Hospitality expenses related to the presentation of ceremonial functions; inauguration, commencement, etc. | H148XX |
| Board of Governors meetings | H148XX |

| Official Functions - Prohibited Expenses |
|--|
| Alcohol |

VISITORS/CANDIDATES/RECRUITS

| Visitors/Candidates/Recruits - Allowable Expenses | Account Code |
|---|--------------|
| Hospitality expense related to accreditation visitation from an accrediting agency. | H148XX |
| Hospitality expense related to State employees meeting with candidates, and recruits. Spouses of candidates and recruits who accompany the party are included if the visiting candidate is present. | H148XX |

| Visitors/Candidates/Recruits - Prohibited Expenses |
|---|
| Alcohol |
| Gifts of a personal nature that does not promote Fairmont State University or Pierpont Community & Technical College |
| Hospitality expense of hiring committees that are interviewing a candidate or recruit without the presence of the candidate or recruit. |

GENERAL NOTES:

The Hospitality Form requires prior approval from Procurement.

P-Card is the preferred method of payment for all hospitality expenses. If the transaction amount exceeds your departmental p-card limit, please send a requisition to Procurement for payment.

All hospitality expense receipts (account codes H168XX and H148XX) need to be accompanied by a **Hospitality Form** specific to that event.

The *Hospitality Form* is available in the Institutional Forms Repository.

Effective: August 15, 2008

Updated: October 3, 2014 (to correct the account codes only)

Updated: July 1, 2019 (new form and requires prior approval)