

**HOSPITALITY GUIDELINES**  
**(Effective: August 15, 2008)**  
**(Updated: June 22, 2009)**

**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 or Technical College 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:

<b>STUDENTS</b>
-----------------

Students - Allowable Expenses	Account Code
Receptions and banquets for which the primary purpose is the attendance and benefit of student groups, or potential students.	551100
Paper products and props supporting the service and décor of student functions	551100
Awards to students for performance and or competition	551100
Events held to promote a social atmosphere at the University or Technical College	551100

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.	542000
<i>*Pre-authorized</i> employee recognition events	542000
<i>*Pre-authorized</i> training to ensure proper ability to perform job duties.	542000 552000
Hospitality expense related to the required attendance of State employees from various geographical locations	542000
Events that build relationships with potential donors opened to alumni, retirees and current staff, faculty and students.	542000

**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.	542000
Board of Governors meetings	542000

**Official Functions - Prohibited Expenses**

Alcohol
---------

**VISITORS/CANDIDATES/RECRUITS**

<b>Visitors/Candidates/Recruits - Allowable Expenses</b>	<b>Account Code</b>
Hospitality expense related to accreditation visitation from an accrediting agency.	542000
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.	542000

<b>Visitors/Candidates/Recruits - Prohibited Expenses</b>
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:**

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 551100 and 542000) need to be accompanied by a hospitality justification form specific to that event.

The Hospitality documentation form is available in the Institutional Forms Repository.

HOSPITALITY DOCUMENTATION FORM

This form must be attached to all requisitions and/or purchase card receipts referencing the following account codes: **535000 Promotional, 542000 Hospitality, 551100 Student Hospitality**

Name of Function:	
-------------------	--

Date of Function:	
-------------------	--

Location of Function:	
-----------------------	--

Purpose/Justification of Function:	

Number of Attendees:
----------------------

# of Students \_\_\_\_\_

# of Staff \_\_\_\_\_

# of Faculty \_\_\_\_\_

# of Guests \_\_\_\_\_

Names of Attendees (For a group of 20 or less, you must list individual names on this form. For groups of 20 or more, you must attach a separate list of attendees. If the function is open to the public where no registration or such is required, please include justification why a list of attendee cannot be provided):

Function Representative's Signature:	
--------------------------------------	--

Per FSU/PC&TC hospitality guidelines, hospitality for all employee recognition events and employee trainings must be pre-authorized by the appropriate PC member.
Is the hospitality for employee recognition or employee training? _____ Yes _____ No
If yes, PC level approval required: _____

Aladdin has exclusive rights to all food served on campus and permission must be received from Aladdin for any food bought from another vendor.
For on-campus events, is Aladdin providing the hospitality? _____ Yes _____ No
If no, Aladdin approval is required: _____

