

HOSPITALITY GUIDELINES
Effective: August 15, 2008
Updated: October 3, 2014
 (to correct the account codes only)

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:

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| STUDENTS |
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| 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 H168XX |
| Paper products and props supporting the service and décor of student functions | 551100 H168XX |
| Awards to students for performance and or competition | 551100 H168XX |
| Events held to promote a social atmosphere at the University or Technical College | 551100 H168XX |

| Students - Prohibited Expenses |
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| 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 H148XX |
| <i>*Pre-authorized</i> employee recognition events | 542000 H148XX |
| <i>*Pre-authorized</i> training to ensure proper ability to perform job duties. | 542000 H148XX 552000 H157XX |
| Hospitality expense related to the required attendance of State employees from various geographical locations | 542000 H148XX |
| Events that build relationships with potential donors opened to alumni, retirees and current staff, faculty and students. | 542000 H148XX |

Employees - Prohibited Expenses

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| 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 H148XX |
| Board of Governors meetings | 542000 H148XX |

Official Functions - Prohibited Expenses

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| Alcohol |
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VISITORS/CANDIDATES/RECRUITS

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

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 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: **H139XX Promotional, H148XX Hospitality, H168XX Student Hospitality**

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| Name of Function: | |
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|-------------------|--|
| Date of Function: | |
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| Location of Function: | |
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| Purpose/Justification of Function: | |
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|----------------------|
| Number of Attendees: |
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of Students _____

of Staff _____

of Faculty _____

of Guests _____

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| 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): |
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| Function Representative's Signature: | |
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| 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: | |

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|---|--------------------|
| 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: | |

