

**OFFICIAL RECEPTION, REFRESHMENT AND
ENTERTAINMENT EXPENSES GUIDELINES**

These guidelines outline the policy for expending College funds for meals and refreshments. (Please refer to the College's Travel Policies and Procedures regarding meal reimbursements while on College business, and to union contracts regarding meals when working excessive hours.)

Allowable Expenses

1. Entertainment of prospective and current students, including meals and refreshment and any other expenses directly related to such entertainment.
2. Entertainment of dignitaries and other non-State employees including meals and refreshments and any other expenses directly related to such entertainment. A dignitary is a notable or prominent public figure, a high-level official, or one who holds a position of honor. It is expected that expenditures for this purpose will be minimal and infrequent.
3. Board of Trustees meetings or other high-level organizational meetings, but limited to light meals and refreshments.
4. All reasonable costs of commencement, convocation and other all college events.
5. Entertainment expenditures related to College employees are allowable when such employees are essential to the conduct of the activity, event or function. Normally these activities, events or functions are related to student recognition activities.

Prohibited Expenditures

1. Meals or refreshments to be served to participants (other than students) or guests at any athletic event or other games or contests
2. Expenses for alcoholic beverages
3. Annual receptions honoring individuals or groups of employees of the College (e.g. retirement or service awards, appointments)
4. Meals or refreshments served at functions held primarily for the benefit of employees (i.e. working lunches, staff meetings etc.)
5. Refreshments during employee training activities.

Approved by:
Responsible Unit:
Date Adopted:

President's Cabinet
Administration and Finance
August 9, 2006