

Policy 3-031: Recruitment and Entertainment Expense Reimbursement Policy

Revision 3. Effective date: October 11, 2005

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I. Purpose and Scope

A. Purpose.

To establish university policy relating to payment of recruitment and entertainment expenses incurred in the course of university business.

B. Scope.

[reserved]

II. Definitions

- A. Recruitment and Entertainment Expenses: Expenses including lodging, meals, entertainment and visitor transportation expenses associated with the recruitment of faculty, administrative and staff members for the university; the performance of approved public and employee relation and fundraising functions of the university; and the entertainment of visiting scholars, public officials and other dignitaries.
- B. University Funds: Funds administered or held by the university, including monies allocated by legislative appropriation, departmental operating funds, gifts and any other funds for which the university is responsible, e.g., monies from federal contracts and grants.

III. Policy

A. Authorized Costs

- 1. The university will reimburse authorized personnel, or pay suppliers directly, for recruitment and entertainment expenses only if such charges are approved as provided in the present policy, and were incurred in the course and scope of university business.

B. Criteria

- 1. Recruitment and entertainment expenses are authorized to be incurred by university personnel only if all of the following conditions are satisfied
 - a. Such expenses must be:
 - i. Reasonable in amount.
 - ii. Appropriate under the relevant circumstances.
 - iii. Reasonably necessary or expedient to the conduct of university business.

- b. Such expenses may not be charged to a government research contract or grant unless specifically authorized by the terms of the contract or grant.
- c. Charges for alcoholic beverages may not be paid from state-appropriated funds

C. Faculty and Staff Socials

- 1. It is recognized that the university benefits when employee morale is strengthened; therefore, the cost of one faculty or staff social per year may be paid from university funds. Gift activities (Fund 6000), to the extent available, should be used for such expenditures (see Policy 3-060). If funds from gift activities are not available, departmental funds may be used. If more than one social per year is held, the combined cost paid from university funds may not exceed an amount that would reasonably be spent on one event.
- 2. Award banquets and similar functions are not subject to the above policy.

D. Documentation

- 1. Official recruitment and entertainment expenses incurred by a university employee (not traveling on university business) can be reimbursed through authorized University payment Procedures. Entertainment expenses incurred while traveling on official university business should be included along with other travel costs on a travel reimbursement request form and submitted to the travel department. These documents must be:
 - a. Supported by original invoices, billings, vouchers or other appropriate documentation.
 - b. Accompanied by an explanation, which may be included on the supporting documentation, describing the activity or function at which each charge, or group of related charges, was incurred, and indicating (a) the date and location of the activity, (b) its purpose with respect to university business, and (c) the names of those in attendance or, if the

total number in attendance was in excess of 10 persons, a general description and approximate number of those in attendance.

- c. Identified as payable from activities or projects from which such expenditures are authorized.

E. Signatures for Recruitment and Entertainment Expenses

- 1. The appropriate forms must be completed and authorized by the cognizant vice president, dean, or director for reimbursement or recruitment and entertainment expenses. If such expenses were incurred by director or chair, approval authority shall reside with the cognizant vice president, and if by a vice president, with the president or such officer as the president may designate. The signature of the approving authority shall be deemed to constitute a certification by that officer that the expenses were incurred in the course of university business, are authorized under this policy and may properly be charged to the activities/projects designated.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules

- 1. R3-031A: Guidelines for Meals/Incentive Awards/ Flowers/ Retirement Gifts

B. Procedures, Guidelines, and Forms. [reserved]

C. Other Related Resources.

- 1. Buying & Payment Guide

V. References

[reserved]

VI. Contacts

The designated contact officials for this regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Controller
- B. Policy Officer(s): Vice President for Administrative Services

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

- A. Current version. Revision 3
 - 1. Effective Date. October 11, 2005.
 - 2. Editorial Revisions
 - a. Editorially revised August 8, 2022 to move to current template.
 - b. Editorially revised August 13, 2009 to update Rules, format, owner and officer.
- B. Renumbering
 - 1. Renumbered from Policy and Procedures Manual 3-11.