

HOSPITALITY

HOSPITALITY POLICY

Hospitality expenditures are defined as expenses of University funds for the reception of guests for a specific event or function related to conducting University business provided that the function is: necessary, appropriate to the occasion, and reasonable in amount. These expenses include: food, non-alcoholic beverages, and related expenses for guests who are not employees of the University.

Prudent use of University funds should always be the uppermost consideration.

University funds may be used for food, non-alcoholic beverage, and related expenses only in the following situations:

1. Meetings, seminars, conferences, etc. where WVSU is the host and the primary benefit of the event is to the outside participants. In each instance, attendance by WVSU employees is only incidental; that is, those attending from WVSU are acting primarily as hosts or in a limited capacity as attendees (employees generally should not outnumber guests).
2. Candidate interviews when the hospitality expenses are not for personal or social purposes.
3. General hospitality for student functions that are primarily for the benefit of or on behalf of the students; such events generally are paid for from student fee accounts.
4. Hospitality expenditures required by a grant or contract as part of the overall purpose of the grant or contract.
5. Board of Governors meetings
6. Departmental training sessions where employees are required to attend multi-hour training activities or the nature of the training activity does not permit time for the employee to leave for lunch.
7. Events that build relationships with potential donors opened to alumni, retirees and current staff, faculty and students.

Generally, University funds **may not** be used for hospitality expenses for the following:

1. Routine faculty and staff meetings

2. Receptions, departmental open-houses, parties, and other social events for nonstudents
3. Going away or retirement events, personal, holiday celebrations
4. Individual recognition functions where plaques, trophies, or other awards are given to the employee
5. Candidate search committees
6. Funeral, condolence type function
7. Charitable donations
8. Personal nature items used to entertain guests such as club memberships, or event tickets

Alcoholic Beverages

Alcoholic beverages served or consumed are prohibited except as noted in WVSU Board of Governor's Policy #36

The Request for Hospitality Services (TMO 3) form is required for all hospitality events and should reflect the entire cost of the event to include food and beverage, meeting room rental, service charges, etc. Also, state the purpose and justification, who will be attending, what is being provided, and the number of participants.

The TMO 3 form can now be downloaded from the University's Purchasing web site.

Normal procurement procedures require prior approval for all such activity. Additionally, if the event is estimated to cost \$5000 or more the TMO 3 form must be submitted to Purchasing for preapproval at least one month in advance.

For more information concerning ethics in government visit the WV Ethics Commission website, www.ethics.wv.gov. The Ethics Act is a code of conduct to guide public employees in avoiding conflicts between their personal interests and their public responsibilities.