

# Shawnee State University

POLICY TITLE:	MEETING EXPENDITURES
POLICY NO. :	4.13REV
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EFFECTIVE DATE:	10/31/2022
NEXT REVIEW DATE:	10/2025
RESPONSIBLE OFFICER(S):	VPFA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 POLICY PURPOSE

In order to advance the mission and to perform an important or necessary University function, the President and Vice Presidents are authorized to use or to approve the use of University funds for holding meetings and hosting University guests, including costs of meals and refreshments.

## 2.0 RESTRICTIONS

2.1 In general, University funds may be used to cover the cost of meals and refreshments in the following circumstances:

2.1.1 When meetings are necessary for the purpose of dealing with major or important issues that require a large uninterrupted period of time and would run through lunch or dinner or be longer than one day.

2.1.2 When hosting one or more University guests would serve to establish or maintain effective communications and relationships for the benefit of the University.

2.2 Reimbursement or payment of University funds to cover costs for meals and refreshments that are associated with group meetings or hosting will be determined based upon the following:

2.2.1 When hosting a University guest, the number of University employees and spouses (when appropriate) is kept to a minimum.

2.2.2 The basis for reimbursement and/or payment of costs shall be actual reasonable costs supported by receipts or vendor invoices. University funds may not be used to purchase alcoholic beverages (See Policy 3.19).

2.3 University facilities should be used for group meetings and hosting guests whenever possible and appropriate. The rental of an off-campus facility may be made in limited circumstances with written approval by the applicable Vice President.

History

Effective: 12/08/89

Revised: 10/31/2022