

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.13
		ADMIN. CODE:	3362-4-07
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		EFFECTIVE DATE:	12/8/89
SUBJECT:	RETREATS AND UNIVERSITY ENTERTAINMENT	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

## 1.0 Policy

The President of the University and Vice Presidents are permitted to use University funds to cover the meals and accommodations of employees they supervise for group sessions or retreats. University facilities must be used if an appropriate facility is available.

Retreats are defined as group sessions dealing with major issues which require a large, uninterrupted period of time. Such meetings may run through lunch or dinner or, be longer than one day. For approved meetings of this kind, the costs of meals, but not alcoholic beverages, can be charged to the University.

The officials referenced above are also permitted to entertain groups of employees when the entertainment serves the University's interest. Costs associated with such entertainment shall be reimbursed.

Quarterly reports describing activities and expenditures under this policy shall be prepared by the Controller and submitted to the Office of the President.