

Policy Number: 203.0

Policy: Hospitality & Entertainment Procedure

Effective Date: 3/2013

Revision Date: 11/2022

Approved by: Business Services Director

PROCEDURE:

I. Hospitality & Entertainment Procedure:

A. [Hospitality Form](#) must be completed and approved prior to the time the expense is incurred:

1. Required for purchases over \$50.00
2. UNIVERSITY FUNDS CANNOT BE USED TO PURCHASE ALCOHOLIC BEVERAGES.
3. Approved Hospitality Forms are required in the Business Office prior to the event.
4. Itemized Original Receipts must be obtained and submitted with the Banner Payment Authorization (BPA).

B. Accounts:

1. 62809 – Educational Expenses
 - a. Light refreshments or meals served during seminars, workshops, professional meetings, or conferences.
2. 62824 – Entertainment
 - a. Light refreshments or meals during a visit by an invited guest(s), receptions, or special ceremonies.
3. 62826 – Recruiting
 - a. Light refreshments or meals provided during visits by prospective employees or position candidates. (up to two MSUB Employee(s) and the Candidate)
4. 62145 – Grants & Contracts Seminar Expenses
 - a. Light refreshments or meals provided during G&C seminars.

C. General Information required:

1. Date and Department requesting permission.
2. Explanation of purpose, date of function, and Function details.
3. Estimated number of people attending.
4. Estimated amount of purchase.

D. Approval:

1. University Fund Controller and the University Approver