



## Manual of Policy and Procedures

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### PURPOSE

There are occasions in which social functions and hospitality are an important part of conducting official business and in the interest of the work of the Vermont State Colleges. To that end, clear and thoughtful guidelines are helpful.

### STATEMENT OF POLICY

Expenses for hospitality must be directly related to, or associated with, the conduct of official VSC business.

Receipts are required for all VSC hospitality expenses wherever possible and always when expenditures involve transactions with a restaurant, hotel or like venue. Where possible, available resources such as campus or college facilities should be first considered.

The executive officers of the VSC have discretion to purchase, or authorize other VSC staff to purchase, alcoholic beverages appropriate to social purposes. Examples of such occasions are hosting donors or prospective employees, holding receptions and celebrations. The chancellor or college president must approve expense reports when alcoholic beverages are purchased.

The executive officers of the VSC have discretion to purchase, or authorize VSC staff, to purchase meals for guests on an occasional basis, in the course of conducting college and/or system business. These meal expenses shall be reimbursed according to the actual and reasonable costs and shall be documented as to number of diners in attendance, names, and purpose of the gathering.

Any activity or expense related to federal grants or contracts must comply with *2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above.

Signed by: \_\_\_\_\_  
 \_\_\_\_\_ Jeb Spaulding, Chancellor