

OFFICIAL HOSPITALITY GUIDELINES

Effective July 1, 2011 Official hospitality may be expended directly from the following budget units (OOE) allocations (fund 2035), Restricted Fee Accounts (fund 2510), Student Union Fee Accounts (fund 5102), or Housing Sys Revenue Accounts (fund 5103). It cannot be spent from any other fund.

The guidelines are outlined in K.S.A. 75-3731a and are administered by the Department of Administration, Division of Accounts and Reports for expenditures. (Policy and Procedure Manual filing #3351 revised April 6, 1999.)

General Guidelines

The following general guidelines for official hospitality are to be followed when an event or activity is approved by the budget authority of the account being charged:

1. The expenditure is made by an officer or employee of a state agency acting as an official host as part of the office, duty, or position the officer or employee holds;
2. The expenditure is made for meals, lodging, transportation, official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or provided for an official function: and
3. The expenditure will assist the agency in fulfilling an objective or goal which bears a valid relationship to the powers and functions of the state agency.

Procedures for Official Hospitality expenditures may be found on the University webpage:
<http://www.fhsu.edu/purchasing/State-Official-Hospitality/>

*Revisions adopted by President's Cabinet 01/31/07
Revised 06/11/12 (Funds added)*