

BUSINESS OFFICE

Official Hospitality Payment Guidelines

Revision Date 9/18/18



FORT HAYS STATE
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The Department of Administration policy filing number 3,351 [Official Hospitality Payment Guidelines](#) provides the full policy regarding official hospitality expenditures for the State of Kansas. Official hospitality expenditures should assist in fulfilling objectives or goals which bears a valid relationship to the powers and functions of Fort Hays State University.

Official hospitality expenditures must be paid from funds as appropriated and designated by the legislature. Only cost centers with funds 2000, 2040, 5010 and 5020 can be used for these expenses. Examples of hospitality expenditures may include food, lodging, transportation, official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or provided for an official function.

Food or meals provided to state employees as official hospitality are not allowed, except for:

1. Meals provided at public events in which the state employee is attending in an official capacity.
2. Food such as soft drinks, coffee or snack foods not offered as part of a meal.
3. Meals the value of which is \$25 or less.
4. Meals provided at an event or meeting which serves a legitimate state purpose or interest for which the employee's manager has authorized attendance at such event or meeting.

For additional information on the rules issued by the Kansas Governmental Ethics Commission regarding acceptance of meals and gifts by state employees, refer to [3,104 - Gratuities or Gifts to Employees](#).

REQUIRED INFORMATION

The following information is required as supporting documentation for official hospitality expenditures:

1. Itemized receipt/invoice
2. Name of function
3. Date of function
4. Name or brief description of the group attending
5. Host of the function
6. Number of guests
 - If hospitality is for a candidate interview, a list of all guests attending the function is required.
7. Purpose of the function
8. If meals are provided, a list of all state employees attending the function

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ADDITIONAL POLICIES

- If the hospitality is associated with travel, it can be included on the Travel Receipt Form in the Other Miscellaneous section with all hospitality information provided. The meal(s) need to be deducted from the meal allowance. **To qualify for travel hospitality, the meeting must have non-employee participant(s).**
- Departments may use official hospitality funds for retirement receptions for employees as long as the reception is open to the entire FHSU campus. Official hospitality funds cannot be used for employees leaving FHSU for any other reason.
- University employees hosting the function may be accompanied by one adult guest.

HOSPITALITY FORM

If the official hospitality expense is being paid with a p-card, supplier invoice or being ordered through Central Purchasing, a Hospitality Form must be completed. To locate the form log in to Workday> click on External Resources>Workflow>Business Office>Hospitality Form. A separate form must be submitted for each different function. The form can be completed before or after the function.

- P-card: When submitting the Hospitality Form, enter the name of the cardholder for which p-card is being used to pay the expense. The form must be attached in the Procurement Card Verification Event in Workday when verifying the transaction.
- Supplier Invoice: When submitting the Hospitality Form, enter the Workday Supplier Invoice number in the Payment Reference field. The form must be attached in the Supplier Invoice in Workday when submitting payment for the expense.
- Central Purchasing: When submitting an order through Central Purchasing for items being used at a hospitality function, the Hospitality Form must be submitted. On the form in the payment reference field, the Central Purchasing Invoice Number should be entered.

HOSPITALITY PAID PERSONALLY

Employees should, when possible, pay for official hospitality with a university P-card. When this is not possible and the employee pays for the hospitality expense personally, an expense report must be submitted in Workday to reimburse the employee. For instructions on submitting the expense report, go to [Create Expense Report: FH Company - For Non-Travel Expenses](#). Select the expense item, official hospitality. The required hospitality information is provided when entering the expense report. No hospitality form is needed for expense reports.