

**Business Services Area  
Hospitality Expenditures  
Policy & Procedures**

**Policy**

There are certain occasions where hospitality expenditures are needed in connection with the official business of the college. This policy discusses the allowability and non allowability in conjunction to the funding source for these types of expenditures. Expenditures determined not to be in connection with the official business of the college, cannot be reimbursed using general funds because this would be considered a public gift of funds. District, pre-approval from the respective Vice President is required or there is potential risk of personal liability, which means it may not be reimbursed.

Allowability/Non Allowability Matrix

<b>Expense Type</b>	<b>General Fund</b>	<b>Grants</b>	<b>Auxiliary</b>
Food and beverages for meetings/receptions by employees at the work location site	No	*Yes	Yes
Food and beverages for meetings/receptions attended by Official Guests	Yes	*Yes	Yes
Gifts/Awards	No	*Yes	Yes
Promotional Items-Employees	No	*Yes	Yes
Promotional Items- Non Employees	Yes	*Yes	Yes

\* Contingent upon the language of the grant

Definitions

Official Guest: A person invited to the college to attend a meeting, conference, reception, etc. These guests can include people from another work location, community members or the media.

Exceptions

- If interrupting the meeting would cause a hardship to the progress of the meeting, then a working lunch may be authorized with approval from the respective Vice President or Chief Business Official (CBO)/Vice President of Administrative Services.
- If it is to aid in campus emergency situations, then General Funds may be used.
- If the items are of an essential nature and for official guests.

**Procedures**

Please refer to the General Reimbursement Policy for procedures.

*References: California Constitution, Article 16, Section 6, California State Law, Title 5, Section 41600 (b) and (c),*