HOSPITALITY POLICY – PROHIBITED ENTERTAINMENT AND MISCELLANEOUS EXPENDITURES

Policy Statement

The business of the university requires that some on-campus entertainment expenses be incurred. These expenses should be for university business only. Some expenditures are prohibited.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding prohibited entertainment and miscellaneous expenditures for hospitality.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community who act as hosts on behalf of the university.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-pur-003

Definitions

Policy/Procedures

Expenses associated with other departmental social functions such as seasonal gatherings, holiday meals, birthday parties, wedding and baby showers, and social gatherings are not allowable expenditures of university funds. This includes luncheons to promote fellowship among employees and/or student workers.
Flowers purchased for individuals and/or their families for retirement functions, awards ceremonies, funerals, or other purpose are NOT allowable expenses.

An employee may not accept an honorarium, gifts or fees, excluding travel reimbursements, in consideration for any services performed in his/her official capacity on behalf of the university.

University funds are not to be used to pay for gifts. The Procurement Services Office is not authorized to pay for gifts charged on the Small Purchase Procurement Card or otherwise, regardless of the source of funds. Gifts should be purchased with private funds, either personal or from the USM Foundation. This includes any items given as a thank-you for services provided (e.g., gift bags, shopping cards, gift cards, telephone cards, mugs, plaques, etc.).

Coffee and refreshment supplies for the office are considered to be personal expenses and may not be purchased using university funds.

Under no circumstance will university funds be used to purchase, or provide reimbursement for, alcoholic beverages, payments for bartenders, golf green fees and/or boat rentals.

Donations and/or sponsorships to outside agencies or institutions (charitable and non-charitable) cannot be made using university funds.

This policy is NOT all-inclusive, nor does it address every situation that may arise. It is intended to help prevent some of the more common mistakes. In order to prevent processing problems, questions about specific situations not addressed in this policy should be directed to the Procurement Services Office at 601-266-4131 to determine if it is within university guidelines.

**Review**

The Director of Procurement and Contract Services is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A
History

11/01/11: Formatted for Institutional Policies website.
02/20/13: Formatted for template. Minor editing throughout.
Amendments: Month, Day, Year – summary of changes
Authorization

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ADMA-PUR-000-003

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

12 MAR 2013
Date