

PRF EXPENDITURE POLICY

Including the New University Hospitality Policy

Effective November 1, 2003

Allowable Expenses:

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- Meals and refreshments for University guests and the staff who host them at University functions (including alcohol)
 - Fund-raising expenses that are not appropriate on University funds
 - Funeral flowers costing less than \$100 & sympathy cards for students, staff and donors
 - Seasonal flowers to decorate common areas (excludes individual offices)
 - Birthday, congratulatory, thank you, or holiday cards for donors
 - Placards & mementos expressing appreciation to donors
 - Placards & mementos expressing appreciation to long-term service staff as part of University or departmentally sponsored recognition program
 - Placards & mementos of little intrinsic value given as gifts to non-staff volunteers
 - Coffeepots or small appliances for office kitchens or conference rooms
 - Sponsorships when used for public relations purposes or advertisement of a recognized PU program

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- Meals and refreshments during business meetings when the purpose of the meeting is to conduct University business. The following are examples of business meetings where meal & refreshment expenses are allowable.
 - PU sponsored seminars, retreats, workshops, & orientations
 - PU sponsored meetings of advisory groups, outside reviewers, or other groups when the group is composed of both employees and non-employees
 - Working breakfast, lunch, or dinner meetings, when groups of employees are giving up personal time to conduct PU business. A formal business discussion must be the purpose of the gathering.
 - Recruitment of prospective employees, visitors, or donors
 - Meals related to recruitment of faculty or staff
 - Meals for individuals invited as academic visitors to contribute to the intellectual life of the PU community
 - University receptions
 - PU employee who retires or terminates with 15 yrs of service
 - Honoring visitors, guests, or dignitaries
 - Flowers to be used as decorations at receptions

Special Notes:

- Home Entertaining: Host assumes responsibility for the safety of guests. Allowable expenses include food, beverages, and disposable or rented serviceware. Food and beverages served must be purchased from a vendor that provides itemized receipts.

Unallowable Expenses:

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- Gifts or benefits to employees, unless part of a recognition program
 - Travel expenses for spouses of PU officials not acting as official volunteers or representatives of PU
 - Reimbursement of local travel expenses
 - Payment of fines or penalties for employees, students, and guests
 - Travel expenses that purposely avoid PU travel regulations
 - Expenditures that purposely avoid PU procurement policies & procedures
 - Memberships for University personnel
 - Office parties, holiday parties, or decorations
 - Payments in cash or equivalency (gift certificates) may only be made through the University, when allowable

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- Unallowable unless specifically noted above:
- Alcoholic beverages
 - Holiday or social functions
 - Flowers
 - Musicians not associated with a PU musical organization
 - Meals for employees
 - Items of personal nature (i.e.: golf clubs, memberships in social organizations, etc)
 - Gifts and benefits to employees
 - Donations to charities and/or civic campaigns (internal & external)
 - Entertainment expenses (i.e. football tickets, theatre or convocation tickets, give away items, etc.)
 - All expense noted as unallowable for PRF
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