

# THE COLLEGE OF WOOSTER

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Policy:	<b>Expenses, Hospitality (Catering, Food, Flowers and Gifts)</b>
Effective:	<b>October 26, 2009</b>
Source:	VPFB
Purpose:	To establish rules governing the eligibility of hospitality expenses including reimbursement to faculty and staff.

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Hospitality expenses are defined as the furnishing of food and beverages to employees and guests with the intent to advance the interests of the College.

Hospitality expenses must always meet the following standards:

1. Necessary;
2. Appropriate to the occasion;
3. Reasonable;
4. Serve a bona fide college purpose;
5. Have the approval of the supervisor and budget manager or Vice President/Provost.

Supervisors and budget managers **may** approve hospitality expenses that fall into the following descriptions:

1. Expenses relating to the recruitment of faculty, staff or students, including search and screen committees;
2. Receptions for which the primary purpose is the attendance and benefit of a group of students or potential students;
3. Official business of the Board of Trustees;
4. Formal campus-wide, divisional employee recognition functions;
5. The President, Provost and Vice Presidents may approve other hospitality expenditures such as official or ceremonial functions of the college including departmental, divisional and campus-wide committee meetings held during a normal meal time.

Budget managers **may not** allow purchases of flowers or other gifts from their budgeted accounts for:

1. Births of faculty or staff members' babies;
2. Birthdays;
3. Deaths;
4. Anniversaries;
5. Retirements:
  - *Exception: A retirement gift may be purchased for employees with 25 years or more of consecutive full-time employment at The College of Wooster. The purchase of the gift must be approved by the appropriate Vice President or Provost.*
6. Other special occasions.

The President may approve the purchase of flowers or gifts from the President's office account. Gifts may be used to recognize students if approved in advance by a Vice President or Provost.