

Expense Reimbursement Policy

Attachment A – Classification Of Hospitality Expenses

Summary of Allowable and Unallowable Hospitality Expenses		
Type of Event	Allowable	Unallowable
Accreditation Events	X	
Advisory Board Meetings	X	
Employee or Departmental Appreciation Event		X
Commencement Receptions	X	
Department Meetings (regularly scheduled)		X
Department Retreats		X
Faculty Retreat		X
Guest Lecturers	X	
University-wide Receptions for Donors	X	
University-wide Receptions for Employees	X	
University-wide Honored Faculty Reception	X	
University-wide Honors Convocation	X	
Host Official Guest	X	
Host University Donor(s)	X	
Job Fairs	X	
Meals with Co-workers		X
Meals during Administrative Meetings (required to be scheduled during normal mealtime)	X	
New Employee Orientation	X	
Open House and Outreach Events	X	
Personal Celebrations		X
Retirement Receptions – NOT as part of a university wide event		X
Self-supported Conferences and Workshops		X
Student Awards and Recognition Events	X	
Student Orientation	X	
Training and Employee Development Programs	X	
University Faculty/Staff Recruitment	X	
Welcome Back picnic /Celebrate Spirit	X	