

Hospitality Expenses versus Program Expenses

TYPE OF EVENT	HOSPITALITY¹	PROGRAM²	UNALLOWABLE REIMBURSEMENT
Accreditation Visits		X	
Advisory Board Meetings <i>(with External Representation)</i>	X		
Commencement Receptions		X	
Department Chair Retreat		X	
Departmental Retreats		X	
Faculty Retreat		X	
Gifts to Faculty, Staff			X
Guest Lecturers		X	
Holiday Parties for Donors	X		
Holiday Parties for Employees			X
Honored Faculty Reception		X	
Honors Convocation		X	
Host to Official Guests	X		
Job Fairs		X	
Meals with Co-workers			X
Meals during Administrative Meetings	X	X Scheduled during normal mealtime	
Meetings of a Learned Society or Organization		X	
New Employee Welcome Reception	X		
Open House and Outreach Events		X	

TYPE OF EVENT	HOSPITALITY¹	PROGRAM²	UNALLOWABLE REIMBURSEMENT
Orientation		X	
Peer Education Programs		X	
President's Annual Welcome Back Events		X	
Retirement Receptions	X		
Self-Supported Conferences and Workshops		X	
Service Learning and Internship Community Meetings		X	
Student Awards and Recognition Events		X	
Training and Employee Development Programs		X	
University Donors	X		
University Employee Recruitment		X	
University Staff Recognition Awards		X	
Volunteer Appreciation Not Related to Fundraising		X	
Volunteer Appreciation Related to Fundraising	X		
Workshop Host to other Campuses		X	
Workshops Related to University Operations		X	

HOSPITALITY¹: Defined by the Hospitality Expense: [AF 200-25](#) University Policy; Must expend from the Foundation Hospitality Account.

PROGRAM²: May expend from General Fund, State Trust Fund or Foundation Account.