



## Fullerton College

### Activity / Event and Hospitality Approval Procedures

#### Fullerton College

Program activities/events not including hospitality are approved when the district budget is presented to the Board at their meeting in June of each year. Campus approvals required for activities/events are set by the Vice President/Manager of the division/department/program. Expenditures for these activities/events are processed in the Banner system.

#### **Hospitality Paid out of Hospitality budget through Bursar:**

Program activities/events that include hospitality where hospitality is paid out of the hospitality budget are approved when the district budget is presented to the Board at their meeting in June of each year. Campus approvals required for activities/events/hospitality are set by the Vice President/Manager of the division/department/program. Expenditures for these activities/events are processed by completing a Bursar's Requisition.

#### **Hospitality paid out of General Funds or Grant Funds:**

Program activities/events that include hospitality, where hospitality is paid out of general funds or grant funds not previously approved by the Board of Trustees in June, require approval from the president before the expenditure is incurred. A "*Hospitality Approval / Justification Form*" must be **completed and signed before** the event. This process may be used for events that meet the following criteria:

- Expenditure is for an **ongoing** event that:
  - does not exceed \$5,000 per event
  - does not increase more than \$1,000 from the previous year
- Expenditure for a **new** event that does not exceed \$1,000 per event

Activities/Events/Hospitality not covered by the above require Board approval. A Board agenda item should be prepared, signed by the appropriate manager and vice president, and forwarded to the President's Office for processing.

The President's Approval form is available on the campus server at the following location:

*J:/Forms and Procedures/FC Business Office/Hospitality Approval & Justification Form.pdf*



## Fullerton College Hospitality Guidelines

### Fullerton College

The following guidelines are for use with district-allocated hospitality funds and “hospitality-related” costs to safeguard limited college resources, ensure the proper use of all funding sources, and clarify intent.

#### General:

- Expenses must be necessary for the conduct and execution of college business and an allowable charge to the funding source.
- Expenses must be directly related to the goals and mission of the college.
- Expenses must be reasonably appropriate, cost-effective, and in accordance with the best use of public funds.
- All college employees and individuals conducting college business are responsible for compliance with board policy and the intent of these guidelines.
- When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
- Taking office staff out to lunch or meals purchased for college employees for routine meetings is not considered an acceptable use of funds, no matter the source. Expenditures of a personal nature, purchases of alcohol, unreasonable and excessive expenses, and those not explicitly related to the conduct of college business should not be incurred.
- Working and business lunches are acceptable for legitimate purposes when carrying out the college mission.
- Any questions should be addressed to the area Vice President before expenditure is made.

#### All requests for reimbursement must include:

- The event name, location, date, and related college business purpose.
- Provide a detailed list of participants and the business relationship.
- Original *itemized* receipt as proof of payment. A credit card receipt alone is not sufficient.
- Vice President’s approval