

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.07.04

AREA: General Accounting

SUBJECT: Official Functions and Discretionary Expenditures

I. PURPOSE AND SCOPE

The administration of Texas Southern University (TSU) recognizes that refreshments, business entertainment, and other discretionary expenditures can be important to the operation of the university. It is, however, critical to place these activities in proper perspective to prevent abuses, to ensure prudent control of these expenditures, and to ensure compliance with all university, state, and federal regulations governing these expenditures and use of university funds. This policy defines the events which qualify as official functions, prescribes expenditure limits for official functions and discretionary purchases using university funds, and specifies lines of authority for approval of all such expenditures.

This policy is written to comply with applicable federal and state laws and regulations. It applies to all expenditures for the functions, goods, and services described herein by all university departments from all university funds, with restrictions and exceptions as defined.

II. POLICY STATEMENT

- A. Certain university funds may be expended for official functions and discretionary purposes not directly related to the educational process that can be demonstrated to be of clear benefit to the university, subject to the limits outlined in this policy. All requests for payment or reimbursement of such expenditures will be subject to individual review and approval, must be paid from available and qualifying departmental funds, and must be fully documented and authorized in accordance with this policy.
- B. In most cases, designated funds or certain unrestricted auxiliary funds shall be used for payment of expenditures for official functions and discretionary items. Payment may be authorized from restricted or sponsored project funds only where allowed by the donor or the terms of the contract or grant. State-appropriated funds cannot be expended for entertainment expenses, alcoholic beverages, gifts, service awards costing over \$50, etc. (*General Appropriations Act, Article 3, Section 51, Texas Constitution*). Agency funds, which are not owned by the university, are not subject to the requirements of this policy. However, departments that administer agency

funds should expend those funds prudently and in accordance with the fund owner's wishes.

- C. Expenditures not included in the definitions and limits provided and/or approved and documented according to these guidelines will be considered personal expenditures and will be the responsibility of the person incurring the expenditure.

III. DEFINITIONS

- A. Award: A prize or reward for professional achievement, outstanding service, or other exceptional contribution to the university. Such awards normally shall be in the form of lapel pins, plaques, certificates, trophies, or watches.
- B. Dean or director: When the policy or procedure requires approval of the dean or director, it refers to that level reporting directly to the vice president. In academic units, this approval level will always refer to the dean.
- C. Discretionary expenses: Those expenditures not directly related to the university educational, research, and public service mission. For the purposes of this directive, discretionary expenses include, but are not limited to, all expenditures specifically addressed in this policy.
- D. Entertainment expenses: Expenditures for food, beverages, tickets for shows or athletic events, and related supplies for events which involve one or more university employees and/or one or more guests.
- E. External events: Those events sponsored by organizations not directly affiliated with TSU.
- F. Gift: Item of a personal nature provided by a university employee to another employee, student, or individual outside the university. For the purposes of this policy, a gift excludes token gifts, incentives, promotional materials, prizes, or official university tokens to visiting dignitaries.
- G. Internal events: Those events sponsored by any college or department of the university.
- H. Official functions: Those social functions, entertainment events, quasi-social functions, meetings, special events, and conferences that can be demonstrated to provide clear benefit to the educational, research, or community service missions of the university. An event must meet the definition of an official function under this policy for its related expenditures to be paid from university funds.
- I. State funds: Funds appropriated by the legislature from the General Revenue Fund or other funds in the State Treasury. The latter includes, but is not limited to, Advanced Technology Program (ATP), Advanced Research Program (ARP), Higher Education Assistance Fund (HEAF), and locally collected funds in the State Treasury.

- J. Token gifts, incentives, promotional materials, prizes, trinkets: Items of insignificant value - often with university insignia - given to employees, donors, students, or other contributors to the university as gestures of appreciation or to enhance university loyalty or spirit.
- K. Vice president: For the purposes of this policy and procedure, includes those reporting directly to the president.

IV. PROCEDURES

- A. Expenditures for meals, alcoholic beverages, or tickets to cultural, athletic, or social events may not be reimbursed through the petty cash process. These expenses require reimbursement through the Accounts Payable process.
- B. Official university functions may involve procurement of goods and services through a number of methods available to the university. Each expenditure is subject to the relevant institutional procurement and expenditure policies and procedures, as well as to this policy.
- C. Official function expenditures incurred as a part of travel on behalf of the university are subject to institutional travel policies and procedures.
- D. Expenditure documents for official functions shall use the accounts outlined and defined in Addendum B.

V. REQUIRED DOCUMENTATION

Expenditures related to official university functions and discretionary items may be paid or reimbursed only if accompanied by the complete documentation listed below. All documents will be reviewed by the responsible processing department prior to processing and will be returned to the college or division administrator if there are inadequacies or irregularities.

- A. A detailed description of the nature and purpose of the official function, noting honoree(s).
- B. Date(s) and location of the function.
- C. Names of the participants, both guests and employees, and their titles, institutional affiliations, and/or relation to the university for groups of ten (10) or fewer. For larger groups, the name(s) of the honored guest(s) must be provided, together with the number of persons attending and the general relationship of the guests to the university.
- D. A specific, clear, and meaningful statement of the benefit of this function to the mission of the university. A general and broad statement will not be accepted.

- E. An Official Functions Approval Form (Addendum A) if expenditures are anticipated to exceed \$5,000 approved in advance by the appropriate vice president.
- F. A memorandum of explanation, approved by the Chief Financial Officer, or designee, for any expense that constitutes an exception to this document.
- G. Approval and certifying signatures required for the expenditure document involved, as well as by this document.
- H. Original invoices or receipts (or copies certified by the vendor) covering all expenditures for which payment is being requested.
- I. Employees who make out-of-pocket official function and discretionary expenses must provide receipts and any additional information required to their business office within sixty (60) days of the event.

VI. REQUIRED APPROVAL SIGNATURES

- A. Requests for reimbursement of entertainment and travel expenses require all the following approvals (although this may not involve three different individuals):
 - 1. The supervisor of the employee incurring the expenditure;
 - 2. One or more of the following university officials: department chair, director, associate dean, dean, assistant/associate vice president, vice president, or president; and
 - 3. The official in higher authority than the highest ranking person hosting the event.
- B. Expenditure documents for official functions and discretionary items will be certified in compliance with university expenditure policies and regular college or division procedures.
- C. Refreshments or meals for meetings limited to university employees require the approval of the dean or director.
- D. Official functions, the total cost of which is anticipated to exceed \$5,000, require the advance approval of the dean or director and the responsible vice president. The Official Functions Approval Form (Addendum A) is provided for this purpose.
- E. In cases where the event is approved in advance via the Official Functions Approval Form, individual expenditures require only the certifying signatory, as long as a copy of the signed approval form is attached to the expenditure document.

- F. Requests for approval of any expenditure not allowed by this policy require the approval of the dean or director, the responsible vice president, and the Chief Financial Officer.

VII. GENERAL PROVISIONS

- A. Expenses for business meals, including beverages, tax, and gratuity, may be reimbursed from university funds if the amount is approved as reasonable and necessary by the supervisor of the individual incurring the expense, as indicated by supervisor's signature on the expenditure document. Expenditure for any meal over \$100 per person must also be approved by the responsible vice president. Departments may elect to set internal limits for business meal expenses.
- B. Official functions, the total cost of which is anticipated to exceed \$5,000, require the advance approval of the responsible vice president.
- C. Official functions and discretionary expenditures may be paid or reimbursed from university funds only if the expenditure document is accompanied by the complete documentation outlined in this document.
- D. Entertainment expenses may only be charged to contracts or grants if such entertainment is not prohibited by the terms of the contract or grant and provides a specific, documented benefit to the contract or grant. However, alcoholic beverages may not be charged to a contract or grant under any circumstances.
- E. Involvement of spouses in university official functions is generally not appropriate. When, however, there are reasonable expectations of third parties regarding attendance of non-employee spouses at university functions, the university will reimburse such expenditures. The appropriateness of inclusion of non-employee spouses is left to the discretion of the Dean, Director, or Executive Administrator responsible for the event, who will indicate his/her approval by signing the voucher, P-Card journal, or attachment. The business purpose must be clearly documented.

VIII. SPECIFIC PROVISIONS RELATED TO AUTHORIZED CATEGORIES OF OFFICIAL FUNCTIONS AND DISCRETIONARY EXPENSES

- A. Entertainment of prospective faculty and staff and official guests of the university: Expenses within the limits provided may be paid for official functions described as follows:
 - 1. Entertainment expenses for recruitment of prospective faculty and staff, limited to the president, vice presidents, dean, associate dean(s), department heads, and other faculty and/or staff considered by the president, vice president, dean, or director to be key to the search process.
 - 2. Expenses related to events involving official guests of the university such as donors and potential donors, visiting lecturers and scientists, visitors from

foreign countries, representatives of research organizations, visitors from other universities, individuals interested in university programs and problems, guests invited to assist in the development of new programs or evaluate existing ones, alumni, business and community leaders.

B. Conferences, workshops, seminars, meetings, or retreats for university employees:

1. Expenditures for meals or refreshments related to group programs that are limited to university employees may be paid from appropriate university funds under the limits and provisions of this policy if the benefit to the university can be clearly demonstrated and the provision of refreshments is authorized in advance by the dean or director. (Refreshments for regular meetings may be authorized annually).
2. Such expenditures require the prior administrative approval of the responsible vice president if the expenditure, exclusive of costs of speaker fees and expenses, is anticipated to exceed \$5,000.

C. Receptions or functions of a social nature for university employees: Such expenditures require the prior administrative approval of the responsible vice president if the expenditure is anticipated to exceed \$5,000.

D. Tickets to concerts, plays, athletics events; entrance fees to golf tournaments, etc.: There may be limited occasions where tickets may be purchased with appropriate university funds for events to be attended by employees and their external guests, but only if such purchases involve fund-raising activities for potential university donors, recruitment of faculty or administrative staff, or other official guests of the university where benefit to the university can be clearly demonstrated.

E. Flowers (cut flowers, floral arrangements, potted plants, corsages): Flowers for centerpieces or decorations for official functions or as awards or part of award ceremonies may be purchased with appropriate university funds, subject to all the provisions of this policy. The purchase of flowers for university employees or family members of employees should be made from personal funds and in no case may be made from university funds.

F. Gifts and awards: University funds may not be expended for gifts or other items of a personal nature as defined in this policy, other than those expended for employee service and/or safety awards or for awards to donors, potential donors, and other contributors to the university mission. Staff award programs require the prior approval of the Human Resources Department. Selection of recipients requires the approval of the appropriate dean or director.

G. Club memberships: University-paid memberships may be approved by the president or designee for certain officials, as required, to carry out their designated responsibilities. Expenditures for business purposes incurred through these memberships may be approved for payment from university funds, subject to the

limits provided herein. Individuals are responsible for all personal expenditures incurred and taxes resulting from these memberships.

- H. Alcoholic beverages: Expenditures for alcoholic beverages may be paid from authorized university funds, but must be itemized and provided with the appropriate account where the cost is known. Under the terms of the General Appropriations Act (Article IX, Section 11 and Article III, Section 10), alcoholic beverages may not be paid from state appropriated funds or from funds under the control of the Athletics Department. Purchase of alcoholic beverages is also prohibited from most sponsored project funds (under the terms of OMB Circular A-21). Official functions where alcohol is served and students are present are subject to the Texas Southern University Student Alcohol Policy published in the Student Handbook.

IX. APPROVALS

- A. All requests for reimbursement to an employee for official functions expenditures must be approved by the employee's supervisor and by the responsible official in higher authority than the head of the unit hosting the event. One of the approvals must be at the level of department chair or higher.
- B. Expenditure documents for official functions and discretionary items will also be certified in compliance with university expenditure policies and regular college or division procedures.
- C. Refreshments or meals for meetings limited to university employees require the approval of the dean or director.
- D. Official functions involving a total cost of more than \$5,000, and other extraordinary expenditures, require the advance approvals prescribed elsewhere in this policy.

X. OFFICIAL FUNCTION EXPENSES EXCLUDED FROM COVERAGE BY THIS POLICY

The functions listed below are allowed under the terms of this policy and do not require submission of the Official Function Approval Form if over \$5,000. However, they must still be approved by the department chair or higher authority.

- A. Entertainment and meal expenses associated with conferences, workshops, or camps conducted by the university for the external community that are supported by income from registration fees and/or donor or sponsored project funds, as long as all expenses related to the event are covered from the revenues and other restricted funds budgeted for the event.
- B. Expenses for events sponsored by and/or oriented toward the student or potential student community.
- C. Food and discretionary items used directly in teaching or research activities.

XI. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Director of Business Affairs *BR*

Review: Every three years, on or before January 1

XII. APPROVAL

Jimi McShan

Chief Financial Officer

John R. Kelley

President

Date of President's Approval: 11/23/09

XIII. REFERENCES

- General Appropriations Act
- Article 3, Section 51, Texas Constitution
- MAPP 03.07.01 - Cash Handling
- MAPP 03.07.02 - Expenditures and Expenditure Authority
- Procurement MAPPs

Addendum A

Texas Southern University
Official Functions - Approval Form

This form must be used to obtain advance approval for official university functions for which expenditures are anticipated to exceed \$5,000. Those for which expenditures of this magnitude may be authorized include: social events involving donors, potential donors, and other outside guests to the university and conferences, workshops, meetings, seminars, or retreats for university employees. Approvals must be obtained in accordance with MAPP 03.07.04, and expenditures are subject to that directive.

Requesting department: _____

Description of official function: _____

Purpose: _____

Location: _____ Date(s): _____

Will admission be charged for this function? Yes _____ No _____

Audience (students, employees, guests to the university, potential donors, etc.): _____

Specific statement of benefit to the university (or use separate sheet): _____

Principal elements of expenditures: _____

Anticipated total expenditure of university funds: _____

Account(s): _____

Contact person: _____ Telephone: _____ Mail: _____

College/Division Administrator: _____ Date: _____

Dept. Chair: _____ Dean/Director: _____

Responsible Vice President: _____ Date: _____

Addendum B

Official Functions Accounts

Account	Title	Definition	Entertainment	Taxable
7315	Food Services - Non-promotional	Catering where caterer delivers/serves food for events closely allied to teaching, research, academic mission	N	T
7309	Food Services - Promotional	Catering where caterer delivers/serves food for promotional/fund raising events	Y	T
7309	Fund Raising	Costs associated with soliciting donations to the university, including promotion, publicity, events, and other costs	Y	
7309	Promotional	Costs of food, supplies, etc. for social or community events hosted by the university primarily for purposes of promoting the university; i.e. not essential to sponsored project or directly related to academic mission	Y	
7309	Alumni Activities	Cost of university former students functions such as meetings, workshops, conferences, or conventions for fund raising and development	Y	
7999	Tickets - Cultural Athletic/Community Events	Tickets to cultural, athletics, or social events to further university objectives in recruiting fund raising, promotion, etc.	Y	
7315	Alcohol Beverages	Alcoholic beverages served at any university function (Required for all alcoholic beverage expenditures)	Y	
7315	Food - Teaching	Food suitable for human consumption used directly in teaching, research, service missions of the university. Use for: classes, research/ service projects, dramatic performances, Human Development Lab, Child Care Center	N	
7201	Membership Dues - Social, Dining, Civic, Community	Membership fees or dues to social, dining, civic, or community organizations where the benefit to the university is clearly documented and payment is approved by the chief executive officer	Y	
7211	Non-Employee Awards	Costs related to awards to non-university recipients in recognition of their special or meritorious services or contributions to the university community	Y	T

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<u>Account</u>	<u>Title</u>	<u>Definition</u>	<u>Entertainment</u>	<u>Taxable</u>
7211	Awards	Trophies, gift certificates, plaques, pins, certificates, etc. to honor an employee for exceptional services, performance, special achievement, safety record, or longevity. Cash can be awarded only through Payroll.	N	T
7315	Food Purchased By the State	Dining expenses/ meal reimbursements for business meetings directly supporting the university's objectives and goals. Uses may include faculty/staff recruiting; not fund raising or promotion	Y	
7315	University Hosted Special Events	Costs of activities associated with the educational, research, artistic, service, internal support missions of the university that may include food, but must not be "entertainment" or "promotional." Uses would include costs for faculty/staff recruitment events, costs associated with employee awards, but not donor or external awards.	N	
7315	Fare for In-House Business Meetings	Non-catered food and beverages (including coffee service) for business meetings within the university community	N	