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EXHIBITS

22 - 1 Request for Official Reception and/or Entertainment
22.01 INTRODUCTION

This chapter covers reimbursement for personal consumption items (food, etc.) The policies and procedures are intended to provide explicit framework for the expenditure of University funds for the purchase of food/refreshments on and/or off campus.

There have been many questions relative to the appropriateness of the expenditure of University funds for the purchase of refreshments on campus. As a state agency, the University is bound to comply with the guidelines set forth by the State of New Jersey’s, Department of the Treasury in its use of appropriated state funds.

All future unit requests for the payment or reimbursement for entertainment or reception expenditures must have a properly completed Entertainment form submitted.

The policy has been developed in conformity with State laws and regulations.

As a general rule, catering with the University dining service vendor is preferred, but optional. However, any event held in the Student Center should utilize the services of the University dining service vendor. See related Division of Student Affairs policies for the entertainment in the Student Center.

22.01.1 POLICY

Payment by departments for catered events, meal tickets and reimbursement for personal consumption items (including by a University Purchasing Card) are allowable under the following guidelines. Allowable expenditures by University personnel for events must be reasonable, appropriate, and justifiable. Such expenditures may be fully disclosed to the public.

Please Note: Purchasing Card expenditures must be documented on the purchasing card log and an “Entertainment” form submitted for each purchase related to entertainment. Individuals using a Purchasing card that is funded by monies outside the General University and is used solely for the purchase of food or food items may submit 1 “E-form” per year. (Example, athletic concession stand)
Approvals:

Except as specifically designated in writing, these expenses may only be approved by the President, Vice Presidents, and Deans or designee.

Requests for reimbursements should be submitted on a Miscellaneous Disbursement Voucher (MDV), or purchase order if the amount exceeds $500, or Travel Expenditure Voucher (TEV) and must include: (1.) an description of the purpose of the expenditure and those persons in attendance except for donors and prospective donors, (2.) the signature of the approving authority. (3.) detailed receipt of the purchase, the summary total and credit card receipt are not sufficient. If you have any questions, please call the CFOs office at ext.4127.

Definitions:

A. **Dignitary** – A notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this circular letter, is NOT a State employee.

B. **Entertainment** – activities, events or functions provided or held for the benefit of students of State institutions, dignitaries, and other “non-state” employees which are paid from public funds.

C. **Retreat** – a meeting of state employees held away from the normal work environment
   In which organizational problems and procedures are discussed. The retreat must last a minimum of one day and must be approved by an appropriate Vice President or the President.

I. **EXPENDITURES SPECIFICALLY AUTHORIZED**

The following expenditures will be authorized in accordance with New Jersey State laws. Any charges for entertainment and official receptions which do not meet the criteria outlined within may be denied. Functions on campus must be handled by an approved caterer. Functions may be self-catered if the total cost is less than $250. **Please note: Prior approval is still required for any food purchase Reimbursements.** All events that are catered must insure that the section of the contract with the on-campus provider that deals with this policy has
been completed. The same is required for departments that purchased meal tickets for various food vendors on or off campus. (This includes the owls nest, food court etc.)

The following rules and conditions apply:

A. **Entertainment of students** including meals, refreshments and any other expenses directly related to such entertainment for functions directly related to University business.

B. All reasonable costs of **Commencement, Convocation and Student Orientation** activities.

C. **Entertainment of dignitaries** and other “non-State” employees, including meals and refreshments and any other expenses directly related to such entertainment. It is expected that expenditures for this purpose will be minimal and infrequent.

D. Entertainment expenditures related to **State employees** are allowable only to the extent that such employees are essential to the conduct of the activity, event or function.

Costs of meals and refreshments for all **officially scheduled receptions, meetings or conferences**, provided that such expenses are directly related to the goals or objectives of the program for which the funds have been appropriated.

1. Such expenses must be primarily for groups, committees, task forces, workshop participants and other persons who are not employees of the University department sponsoring the function.

2. To the extent that University employees are participating members or are directly involved with the organization and conduct meetings as workshop leaders, or in some similar capacity are essential to conducting the meeting, appropriated funds may be used to pay their expenses.

3. Expenses for members of University-appointed boards, committees, task forces, councils, etc., which include both University employees and board members.

4. **Lunch for formal training sessions** is authorized if it is necessary that employees remain at the training site which is not the employee's official
work station. Refreshments for breaks may also be provided at these training sessions, providing that they are University sanctioned.

E. Recognition of Students

F. Recruitment of Students

G. Board of Trustees meetings, retreats and committee meetings and other events having direct involvement with a board member.

H. Direct costs relating to the operation, functioning and promotion of programs and conferences in which a fee is collected from participants of the programs and conferences, i.e., the Institutes.

I. Special events open to the public (alumni, etc.) in which a fee is collected from participants of the specific event to cover these expenditures.

J. Recognition/appreciation events for a visiting speaker. The number of University personnel participating should be reasonable.

K. Reimbursement is approved for the cost of an official luncheon or dinner which an employee is required to attend, where such meal is scheduled as an integral part of an official proceeding or program related to state business and the employee's responsibilities.

L. Expenses for retreats are reimbursable. A retreat is defined as a meeting of state employees, held away from the normal work environment in which organizational problems and procedures are discussed. The retreat must last a minimum of one day and must be approved by an appropriate Vice President or the President.

M. In any case in which a federal or other non-state-funded grant project budget has specific provision for payment for meals or refreshments for any group or groups attending meetings, workshops, seminars, training sessions or similar functions, funds may be expended for that purpose. This is limited to the amount specified in the approved grant.

N. Meals associated with searches are reimbursable, but there should normally be no more than four Search Committee members participating for every applicant. If more than four people attend this function, justification should be included on
the “Entertainment” form.

II. DOCUMENTATION REQUIRED

Departments should include the following information as part of the documentation to support official reception and/or entertainment events conducted by them on an Entertainment Form (Exhibit 2):

A. The name or other identity of the group or function (no abbreviations or acronyms).
B. The purpose of the function, expressed insofar as possible, in terms of the goal(s) or objective(s) of the department or program under which the function is being conducted.
C. The make-up of the group, i.e., the class or classes of persons attending, e.g., citizen members of advisory committees, workshops.
D. The names and titles of all University employees included in the group.
E. Funding required.
F. Any other information or justification which will demonstrate the relationship of the function to the program or the benefit to the University resulting from the function.

III. EXPENDITURES SPECIFICALLY PROHIBITED

The following expenditures are prohibited:

A. Meals and other expenses for functions held primarily for the benefit of University officials and/or employees (e.g., working lunches, staff meetings, etc.) If such meetings, workshops, etc. are conducted at such times that they result in eligibility for "overtime meal allowance," such charges may be paid in accordance with the State of New Jersey Travel Regulations (circular letter 98-03-OMB, Section 4.2), using Expense Object Code 7216 "Travel."
B. Receptions or other social functions held for or honoring any employee or group of employees of the State (retirement, awards, appointments, etc.) However, an annual University-wide ceremony recognizing length of service and retirees is authorized.
C. Meals or refreshments to be served to participants (other than students, officials, press-box personnel) or guests at any athletic or other games or contests.
D. Expenses for regularly scheduled professional organizational/departmental
E. Expenses for alcoholic beverages.

IV. ALLOWABLE REIMBURSEMENT FOR PAYMENT OF FOOD EXPENSES FROM DESIGNATED FUNDS (not General University Funds)

A. Athletic activities
B. Business meetings with non-University personnel. A ratio of no more than four University employees to one non-University individual (4:1) will be adhered to except for catered events or with special approval of the President.
C. Business meetings with other departmental personnel.
D. Catered employee recognition and special occasion functions.
E. Catered staff meetings.
F. Non-catered staff meetings not in employee's place of work.
G. Alcoholic beverages prohibited in Section III.