



IUPUI

SCHOOL OF SCIENCE

School of Science Hospitality Policy

August 28, 2018

As a part of Indiana University, the School has a responsibility to carry out its fiduciary duty and we must use good judgment when spending hospitality funds. Hospitality expenses incurred in advancing the University's mission and those directly related to conducting official university business can be approved and reimbursed if they are:

1. **Necessary**
2. **Appropriate** to the occasion or event
3. **Reasonable** in amount, and
4. In service of a **bona fide university purpose**

The following are **non-allowable** expenses/events

- Flowers unrelated to an allowable function/event
- Gifts
- Items for personal entertainment
- Events related to local, state and federal government

Academic Departments: The actual charges will be borne by the departments so there is an incentive to set your own guidelines; they can be more restrictive than those of the School. There are no School specific restrictions as to how much may be spent per meal but there is a limit of six (6) (faculty, staff, students) to attend meals with visitors. Bullet 3 at the top, plus the fact that the dollars come from department accounts, should limit costs to appropriate levels. Departments are also limited to two (2) departmental business meetings/retreats per year where food/meals is/are served. Retreats that do not have a bona fide business purpose are non-allowable under this policy.

Any account may be used to pay hospitality expenses except for 60-66 accounts, grant accounts and any 23 or 22 accounts that are restricted by where the money originated. ICR cannot be used for hospitality expenses. All regular restrictions and guidelines remain the same no matter what account is charged. Departments should use an abundance of caution in approving expenditures on non-12 accounts. The University must approve any hospitality event over \$10,000 – see University Hospitality Policy.

<https://policies.iu.edu/policies/fin-acc-50-hospitality-expenditures/index.html>

School Offices: All historically approved expenditures remain. In addition, expenditures for hospitality for fund-raising and meetings with external business partners are now eligible. Food expenses for staff retreats are also eligible if a bona fide business reason is present.

For All: All new expenditure requests must be confirmed as eligible by the Fiscal Officer before the events take place.



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Procedures:

A hospitality form will need to be filled out and submitted to the School Fiscal Officer (Crystal York) for signature and approval. The School's Fiscal Officer will make sure that the event is allowable under University and School Policy.

Once the hospitality form is approved and returned to the department, the department will process the payments as usual, but will now be charging their own accounts instead of the School account.

This policy is in addition to all relevant University Policies.