

Fullerton College Hospitality Guidelines

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

General:

- Expenses must be necessary in 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 reasonable and 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 meetings which are of a routine nature are 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 specifically related to the conduct of college business should not be incurred. Working lunches and business lunches are acceptable for legitimate purposes in carrying out the college mission.
- Any questions should be addressed to the area Vice President prior to expenditure.

All requests for reimbursement must include:

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