

EDINBORO UNIVERSITY OF PENNSYLVANIA

HOSTING PARAMETERS-Policy No. C047

Recommended for Approval By Richard E. Morley, Vice President for Financial Operations

Approved By Foster F. Diebold, President on May 11, 1994

Review Date: As Required

INTENT

It is the intent of this policy to establish and clarify procedures for use in determining the legitimacy of expenses for meals and other costs as a result of visitations to campus by non-employees.

POLICY

Authority to reimburse non-employees for expenses incurred as a result of visitations to campus in connection with the official business of the University rests with the President. When it is appropriate for University personnel to invite non-employees to campus in connection with the official business of the University, reimbursement for meals and travel-related expenses must be prepared in advance when possible by the person making the invitation.

PROCEDURE

1. The President may delegate authority to the vice presidents to reimburse non-employees for expenses incurred as a result of visitations to campus for official University business such as accreditation reviews, speakers and consultants in connection with awarded grants or previously recognized functions, approved conferences and workshops.

- A. No reimbursement will be made for liquor.
- B. Expenditures must be made within previously approved budgets.
- C. Business meals are acceptable for vice presidents within the ordinary course of University business.
- D. Expenditures must be in accordance with State, SSHE and Edinboro University of Pennsylvania travel regulations

2. The President may delegate authority to deans to reimburse non-employees for expenses incurred as a result of visitations to campus or official University business as listed in 1 (above) with the following exceptions:

- A. Business meals are permitted for Deans when approval by a vice president is granted prior to the event.
- B. Department chairs and faculty must submit requests for reimbursement for non-employee visitations expenses through the appropriate dean in advance of the event. Any request for such reimbursement by department chairs or faculty must be in connection with previously approved University functions. No reimbursement for meals may be requested for department chairs or faculty unless approval is granted by the vice president.
- C. The restrictions outlined above apply to unit heads as well as to department chairs and faculty.