

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S.C. 29409

MEMORANDUM
NO. 17

25 October 2002

EVENTS AND ENTERTAINMENT EXPENSES POLICY

1. PURPOSE:

The purpose of this memorandum is to provide the college's entertainment policy.

In accordance with Section 59-101-187 of the South Carolina Code of Laws, the governing board of a public institution of higher learning may adopt a written policy for the expenditure of funds for events which recognize academic and research excellence and noteworthy accomplishments of members of the faculty and staff, students, and distinguished guests of the institution. Sources of funds for these expenditures include only **non-appropriated state funds** including funds from athletics or other student contests, activities of student organizations, and the operations of canteens and bookstores and gifts to the college, as well as from student fees. Additionally, the annual Appropriations Act contains a section that permits spending from athletics or other student contests, activities of student organizations, and the operations of canteens and bookstores in accordance with policies approved by the Board of Visitors. The Citadel Board of Visitors has approved such a policy.

Expenditures for events and entertainment items shall be allowable by the following policies. Allowable expenditures for these activities must be reasonable, appropriate, and justifiable. Documentation of expenditures must be explicit and **the business purpose stated**. (NOTE: These policies do not permit spending for personal purposes, such as staff refrigerators, birthday parties, retirement parties, etc.)

2. TYPES AND USES:

The following types of expenditures for event functions may be incurred from any of the above source of funds. Expenditures from grant funds are controlled by conditions of the contract or grant award.

- A. Commencements as authorized by the Provost/Vice President for Academic Affairs (Provost/VPAA).
- B. College orientation activities as authorized by Provost/VPAA.
- C. Recognition of students as authorized by Provost/VPAA.
- D. Recruitment of students as authorized by Provost/VPAA.

- E. Recognition/appreciation events for visiting speakers as authorized by appropriate vice presidential level personnel.
- F. Board approved employee orientation, training and recognition functions.
- G. Board of Visitors/Committee meetings.
- H. Special events open to the public (alumni, etc.) in which a fee is collected from participants of the specific event to cover these expenses.
- I. Direct costs relating to the operation and function of Continuing Education programs and conferences in which a fee is collected from participants of the specific program and/or conference to cover these expenses.
- J. Search committees as authorized by vice presidents or higher authority.
- K. Direct costs as specified in terms of a grant award.

The following rules and conditions apply:

- A. Functions held in college facilities must utilize the college's food service provider or pay a service charge, except for self-catered functions with a total cost of less than \$250.
- B. Functions not held on campus must be procured in accordance with the S.C. Procurement Code except for special events, Continuing Education programs, and conferences in which a fee from participants is collected.

3. TYPES OF EXPENDITURES:

The following types of expenditures for events and entertainment activities may be incurred from only the proceeds of athletics or other student contests, activities of student organizations, and the operations of canteens and bookstores and gifts to the college. (Student fees are not an appropriate source for these expenditures.)

- A. Entertainment or recognition of prospective donor or donors.
- B. Business meetings with non-college personnel.
- C. Business meetings across departmental lines that cannot be scheduled during the drill period. **These are permitted only in unusual circumstances and require prior approval by the Provost for academic departments and prior approval by the Vice President for Finance and Business Affairs for all other departments.**

4. ALCOHOL:

Alcoholic beverages are prohibited from any event if the source of funds is student fees. Continuing Education programs/conferences and special events where a fee has been collected from the participants to cover these specific costs meeting the requirements outlined in Paragraph 2, Items H and I, are eligible for alcohol. (Provided all local and state ordinances are adhered.)

5. PROCEDURE:

It shall be the responsibility of the requesting department to obtain all required approvals prior to the event and indicate the policy section and number that applies for the expenditures. All academic departments will request through the Provost/VPAA. All other requests will be submitted to the Vice President for Finance and Business Affairs. Approval should be attached to reimbursement requests.

The requesting department will ensure that there are no expenditures from State Appropriated Funds for these expenses.

Again, allowable expenditures for these activities must be reasonable, appropriate, and justifiable. Documentation of expenditures must be explicit and the business purpose stated.

6. GUIDANCE:

A. “**Appropriate**” reimbursement for food, entertainment, and refreshments:

1) A scheduled public event you attend as a representative of the college.

Example: The Boy Scouts are honoring 3 Citadel cadets and the President asks that you to represent the college. You attend the dinner and may be reimbursed for the meal.

2) Hosting meetings on campus of non-Citadel personnel.

Example: A meeting of all South Carolina physical plant directors hosted at The Citadel.

3) Meetings that cross Citadel departmental lines that do not occur during the drill period.

Example: A lunch meeting of the Co-educational Council, if approved in advance by the Provost/VPAA.

4) Recruiting faculty or entertaining official guests of the college.

Example: You are requested to take the Greater Issues speaker to dinner.

5) Meeting with a potential donor.

6) Meetings in which Citadel students are the majority of the attendees.

B. **“Inappropriate”** for reimbursements from **any** source of funds:

1) Meals at a professional organization to which you belong.

Example: A luncheon or dinner meeting of the Society of Professional Engineers.

2) Departmental meetings. (Departmental meetings should be scheduled at a time when food is not necessary.)

3) Lunch meetings with colleagues or coworkers.

Explanation: The Citadel does not reimburse employees for meals unless travel requires an overnight stay; therefore, expenditures for luncheon meetings with either colleagues or coworkers are not reimbursed.

FOR THE PRESIDENT:

OFFICIAL

CHARLES B. REGER
Colonel, USAF, Retired
Executive Assistant to the President