
Policy Number/Title: Host Expenditures
Effective Since: xx/xx/xxxx
Last Revision Approved:
Responsible Official: Vice President for Finance and Business Affairs

1. Scope:

This policy applies to the appropriate use of Winthrop University funds for the purchase of meals, refreshments (including snacks and beverages), gifts and/or tokens of appreciation (**Host Expenditures**) in conjunction with university events, meetings or other functions and activities.

2. Definitions:

- **Host Expenditure** means any expense for meals, refreshments (including snacks and beverages), gifts and/or tokens of appreciation provided to employees or guests of Winthrop University in the conduct of necessary business activities. Host Expenditures also include expenses related to decorations and entertainment at university-wide functions and events.
- **Goodwill** refers to positive perception of the university's programs. It does not refer to feelings generated through personal purchases for employees such as parties, showers, or sympathy gifts.
- **External** means that the majority of attendees are not University employees.
- **Continuity** refers to a business or training meeting that is a minimum of three hours where sustenance is provided so that the meeting objectives can be continued to be met over the course of a normal meal or break time.
- **Agenda** refers to a published, itemized time schedule of topics and objectives that are to be covered over the course of the meeting.
- **Exempt Funds** refers funds which include "x" in the code, such as 12x, 13x, 21x, and 22x.

3. Policy:

Host Expenditures must be reasonable and must provide a benefit to the University through the establishment of **Goodwill**, promotion of programs, cultivation of donors, or creation of opportunities in which the mission of the University is advanced.

Use of funds for Host Expenditures:

Education & General "E&G" (fund 111020)

All Host Expenditures that are essential and part of a program, such as expenditures that support employee and student recruitment, student activities, participant-funded events, and food supplied for academic programs (such as Nutritional Sciences) are normal operating expenditures. This includes Convocation, Homecoming and Commencement.

Revenue Funds (funds starting with 14)
Participant-funded events.
Exempt Funds (funds with “x” like 12x, 13x, 21x, or 22x)
All other External events.
When only University employees are present at a university event or function, Host Expenditures may be justified on Exempt Funds if: <ul style="list-style-type: none"> • The expense is related to a special event, such as a retirement, an annual recognition or award ceremony, or an University-wide event; or • The expense is related to a business meeting or formalized employee training, supported by a Agenda, that runs through normal mealtimes or break times and the expense is required for Continuity of the meeting or formalized training.

4. Procedures:

Functions associated with **Host Expenditures** must be authorized in advance of incurring **Host Expenditures** through the use of the Host Authorization Form which is approved as follows:

- **External** functions or events are approved at the level of President / Cabinet / Dean / AVP
- Internal functions or events are approved at the level of President / Cabinet
- University-wide functions or events are approved only by the President

Each requisition for a **Host Expenditure** must be supported by an approved Host Authorization Form

Host Expenditures should be documented in accordance with Internal Revenue Service guidelines for an accountable plan, including adequate expense substantiation. This includes, but is not limited to, amount, date, time, place, business purpose, and business relationship of those attending the function. In the case of large gatherings or ten (10) or more individuals, identification of groups of people invited may be satisfactory. All receipts submitted for payment must clearly indicate the vendor, date of purchase and detailed descriptions of the items procured.

For any cash award of any amount, appropriate IRS forms must be completed for tax reporting purposes. If the recipient is a non-employee, forms W-9 must be completed at the time of transfer. If the recipient is an employee, Human Resources and Payroll must pre-approve the award.

For non-cash awards that are \$100 or above, appropriate IRS forms must be completed for tax reporting purposes. If the recipient is a non-employee, form W-9 must be completed at the time of transfer. If the recipient is an employee, Human Resources and Payroll must pre-approve the award.

Food purchases must comply with the contract terms of the University's food services provider.

5. Resources:

- Internal Host Authorization Form
- South Carolina Consolidated Procurement Code
- South Carolina Statewide Disbursement Regulations
- South Carolina Proviso 117.8
- Food Services Contract
- Section 8-1-180 of the South Carolina Code of Laws

6. History of Revisions:

None

7. Approvals:

Responsible Office Signature/Date:

Senior Administrator Signature/Date:

President Signature/Date:
