

<b>Business Function Procedure</b>	Procedure Number	4.1.3P
	Effective Date	September 25, 2015

**1.0 PURPOSE**

It is the policy of the College to reimburse for costs that are necessary and reasonable, which are incurred during a business related activity.

**2.0 REVISION HISTORY**

Adopted on: 9/25/15

**3.0 PERSONS AFFECTED**

This procedure is applicable to all employees of Laramie County Community College.

**4.0 DEFINITIONS**

- A. *Business Function* – A meeting, conference, training, meal or other function that is hosted by the President or representative of the College, attended by guests and/or College employees, and held for official College business purposes.
- B. *Training Function* – A meeting, conference or other function that is hosted by the College, attended by customers of the College and/or College employees, and held to enhance staff knowledge or to educate customers or employees of the College who are affected by the College’s operations or regulations. Training functions should have a written agenda, study materials, and led by an identified presenter.
- C. *College Funds* – Any monies deposited with the College.
- D. *Rule* – Business functions shall be held to achieve College goals and objectives and shall be limited to reasonable and actual costs (e.g. federal per diem rate). The attendance of College employees at these functions shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum, as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Business functions shall be hosted by the President or by a representative of the College who has been delegated authority through the Signature Authority Policy/Procedure by the President to host such functions.
- E. *First Right of Refusal* – The College food service provider, currently Sodexo, has the first right of refusal for all food served at campus events by contract.

**5.0 PROCEDURES**

- A. Acceptable Business Function Activities

The following are examples of acceptable business function activities. The list is intended as a guide. If an activity is not included on the list, it may still be an acceptable activity. If further

clarification is needed, please contact the Vice President of Administration and Finance Services or the Director of Accounting.

- 1) College-hosted functions where College personnel host or welcome a non-employee guest or visitor, or a group of such persons, for the benefit of the College.
- 2) College-hosted commencement ceremonies and associated receptions and events.
- 3) College-hosted employee or student recruitment activities where food and beverages might be served.
- 4) College-hosted events (on- or off-campus) where decorations might be required (i.e., flowers, paper decorations, etc.)
- 5) College-hosted events (on- or off-campus) designed to generate business or community support for College programs.
- 6) College-hosted formal gatherings, such as award ceremonies, that acknowledge employee achievements or non-employee accomplishments that benefit the College.
- 7) College-wide, on-campus retirement receptions for all employees. (Expenditures for refreshments, up to a maximum of \$250 per event, may be approved.)
- 8) Departmental or school retreats.
- 9) College-hosted occasional meal meetings of official guests and/or employees of the College. The primary purpose of the meeting is to conduct College business and where the specific business purpose is stated on the receipt.

#### B. ACTIVITIES NOT ACCEPTABLE AS OFFICIAL FUNCTIONS

The following activities do not qualify as business functions:

- 1) Functions not hosted by the College
- 2) Lunches, dinners, receptions and other gatherings where the primary purpose is for College personnel to informally gather for social or personal purposes and not to further College goals, objectives, and programs. This includes departmental/school holiday parties or receptions, going away receptions for employees, and similar events.
- 3) Gatherings or gifts recognizing occasions of personal importance to employees or non-employees who are not directly related to the conduct of College business or accomplishment of goals and objectives. This includes birthdays, weddings, engagements, birth in an individual's family, illness or hospitalization of an individual, holidays, or other "special days."
- 4) Routine department or school meetings

This procedure should not discourage employees or departments from taking up a collection and making unlimited private gifts to colleagues in appreciation for their services or in recognition of events of personal importance.

#### C. ALCOHOLIC BEVERAGES

Reimbursement from College funds for alcoholic beverages must comply with Campus Alcohol Policy 5.4 and Procedure 5.4P.

#### D. PAYMENT PROCEDURES

Expenses for business functions are to be paid using a Procurement Card, Limited Purchase Order or a Purchase Order for payment. Use a Voucher for employee reimbursement with an itemized, original receipt(s) attached. The following information must be included on the receipts:


- 1) Date of the function.
- 2) Location of the function.
- 3) Title and description of the function.
- 4) Statement of the purpose to be achieved by the function.
- 5) Number of attendees expected.
- 6) Identification of the attendees as a group or by individual name.
- 7) Approval signature of administrator and cabinet level member authorized to approve function.
- 8) President's signature is required when:
  - a. A cabinet member is the requestor, or
  - b. The requestor is asking for an exception to the procedures listed above.

#### E. REFERENCE

Governor Dave Freudenthal's memo of October 29, 2008 – Miscellaneous purchase: Rescission and clarification of old policy.

"I authorize Agency Directors; however, to purchase food items upon occasion when to do so would significantly contribute to the performance of the Agency's mission. For example, if the Agency has invited a committee or group of people to meet and discuss some aspect of the Agency's mission, and those persons, even if they are State employees, have contributed their time to come to the meeting, it may be necessary and appropriate to provide them coffee, donuts, or even lunch if the meeting goes over the lunch hour. Again, the criterion is whether or not the expenditure is reasonable related to the performance of the Agency's mission and is ultimately for the betterment of the State. Again, I would expect Agency Directors to use considerable judgment and discretion in the application of this policy, and this is likely to be an occasion that arises infrequently and for special occasions. It is not intended to authorize the purchase of items for staff meetings or lunch for the employees of an office just because they might discuss work during lunch. It is also not intended to authorize the purchase of dinner in the evening following an all-day meeting. People are expected to eat three meals each day, and normally to provide those themselves. Purchase at state expense is authorized only when to do so will significantly contribute to the performance of the Agency's mission."

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	6/16/15
Approval by President's Cabinet		9/22/15
Ratified by College Council	Chad Marley, College Council Co-chair	9/25/15
Approval by President (Signature)		9/25/15