

# University of Northern Colorado

## Policy for Official Functions

### **I. Policy Intent and Scope**

Official Functions should achieve program objectives and be limited to reasonable and actual costs. The attendance of University employees should include only individuals directly related to the purpose of the Official Function. Official Functions which utilize UNC's caterings, as scheduled through Conference Events & Services, or any Official functions serving alcohol, must have a pre-approved Catering & Alcohol Approval Form ("CAAF") in place prior to the event.

### **II. Official Functions**

#### **A. Official Functions Are Not:**

Although restrictions and limitations apply to the use of any funds for the following activities, they are **not** Official Functions. Please consult with the Purchasing & Contracts Office for more information about restrictions on these purchases

- Professional association or civic events;
- Purchases of gifts;
- Donations, charitable contributions, and table sponsorships; and
- Private, social, athletic or country club memberships and dues.

#### **B. Training, Conferences, and Events**

Training, Conferences, and Events may be attended by University employees and/or guests for the primary purpose of conducting institutional business that involves instruction and/or development of students, community, faculty and/or staff; public service; outreach or celebration of significant milestones. Employee attendance is limited to those who are essential to the function's purpose.

Examples of allowable expenditures:

- Receptions or events where University personnel host students, non-employee guests, or visitors for the benefit of the University.
- Event designed to generate alumni, legislative, donor, and business or community support for University programs.
- Annual or semi-annual faculty and/or staff retreats.
- Commencement ceremonies and associated receptions and events.
- Annual departmental employee/student recognition events.
- Employee retirement receptions.
- University-wide recognition or celebration events.
- Meals for employee when they are required to work unexpected overtime or through meal breaks, such as athletic events and after hour emergencies.

Examples of expenditures not allowed:

- Events recognizing personal occasions not directly benefiting the University, including, but not limited to birthdays, holiday parties, weddings, engagements, end of year/semester parties, illnesses, and births.
- Events or related expenses that do not primarily benefit the University such as a social gathering for a group of employees.
- Purchase or rental of formal attire to attend any university function, event, or activity.

### **C. Business Meals**

The main focus of Business Meals must be to support the business and educational mission of the University; consumption of food is incidental to the meeting's purpose. Business meals may include UNC faculty, students, and/or staff and must include at least one participant external to the University. UNC faculty, students, and/or staff at the Business Meal must be integral to the purpose of the meeting. External participants may include official guests of the University such as donors or potential donors, visiting lecturers, visitors from foreign countries, visitors from other universities and individuals interested in University programs, guests invited to assist in the development or evaluation of programs, alumni, business leaders, and community leaders.

Examples of allowable expenditures:

- A dinner organized by a department head to provide an opportunity for faculty to meet a group of visiting professors and their companions.
- Coffee, tea, and snack service on University premises for the hospitality of non-employee guests.

Examples of expenditures not allowed:

- Purchases of food and beverages for staff meetings.
- Purchases of food and beverages for lunch and/or coffee meetings solely with other University employees.
- Purchase of beverages (including coffee and tea), snacks, paper goods and flatware for faculty and staff use on University premises, such as departmental break rooms.

### **D. Recruiting**

Recruiting expenses must directly relate to identifying and securing new UNC employees or students. Expenses for UNC faculty, staff and/or students involved in recruitment must be limited to individuals who are essential to the process. Employee candidates may be invited to the University for a visit and interview, and costs associated with the meeting, interview, and travel are reimbursable if the expenditures adhere to policies and guidelines established by Human Resources.

Examples of allowable expenditures:

- Employee or student recruitment activities on or off campus where food and beverages are served.
- Meals where University personnel host employee candidates or prospective students for the benefit of the University.
- Off-campus room rental to conduct candidate interviews.

Examples of expenditures not allowed:

- Meals with candidates that are not part of the official itinerary.
- Tip amounts in excess of 20% of the bill.

### III. Alcoholic Beverages at Official Functions

Purchase of alcoholic beverages for Official Functions (not a cash bar) requires written approval of the area Vice President for their Designee before the event occurs. The following limitations apply:

- Purchase and service of alcoholic beverages must comply with UNC's Board Policy Manual and applicable state and federal laws.
- Alcoholic beverages must be served in conjunction with a meal or reception.
- When served at Official Functions on University property, alcoholic beverages must be served by UNC Dining Services/Catering in conjunction with a full meal that is served to each attendee to ensure compliance with all applicable liquor laws.
- Alcoholic beverages may not be served at:
  - Staff or committee meetings
  - Training or professional development sessions
  - Gatherings held on or off campus during customary working hours and attended only by University personnel
  - Official Functions sponsored by student clubs and organizations
  - Friday afternoon "end of the week" gatherings in Departments

### IV. Processing Expenses for Official Functions

#### A. Approval

All CAAF requests must be submitted via OnBase. A link to the CAAF itself can be found at: <https://onbase.unco.edu/AccountsPayable/CateringAndAlcoholApprovalForm>

The list of *Designated Approvers for Official Functions* can be found at: [https://www.unco.edu/purchasing/pdf/CAAF\\_Approvers.pdf](https://www.unco.edu/purchasing/pdf/CAAF_Approvers.pdf)

#### B. Purchases

University employees must adhere to all applicable UNC Procurement and Fiscal Rules when making purchases for Official Functions. Depending on the expenditure type, the following payment methods are available: EIO's (electronic internal orders), PCards, reimbursements via Check/ACH Requests, and/or Purchase Orders. Regardless of the payment method, a CAAF must be approved by a Designated Approver for Official Functions using UNC Catering or serving alcohol.

Expenses for Business Meals must be deemed reasonable and necessary. The GSA meal rate for the city in which the meal was purchased as a guide. GSA meal rates may be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The 2021 per person GSA meals rates for Greeley are \$13 for breakfast, \$15 for lunch, and \$26 for dinner. The 2021 per person GSA meals rates for Denver are \$18 for breakfast, \$20 for lunch, and \$36 for dinner.

Alcoholic beverages may not be purchased without prior approval in accordance with Section III of this policy.

#### C. Documentation

A detailed receipt is required for all PCard expenditures or reimbursement requests.

Any required procurement or payment documents for the purchase of alcohol must be submitted with a CAAF that was authorized **prior** to the event and, at a minimum, includes:

1. Host of the Event
2. Names of Attendees/Group Name
3. Date(s) of Event
4. Location of Event
5. Specific Purpose of Event
6. Description of How the Event Will Benefit the University

All documents submitted for reimbursement of payments of alcohol must be approved by both the FOAP approver and the Designated Approver for Official Functions for the functional area.

#### **D. Blanket CAAF Forms**

Annual plans for recurring official function activities that will use UNC Catering or purchase alcohol and are scheduled on a carryable basis may be approved in total under a Blanket CAAF. Examples of such activities include donor cultivation, alumni events, etc. In addition to the information required for a standard CAAF, any Blanket CAAF must also include:

1. Reason for the Blanket CAAF Request
2. Time Period for the Blanket CAAF Request (cannot exceed current fiscal year)
3. Number of Allowable Events
4. Maximum Allowable Expense per Event
5. Maximum Allowable Expense for the Entire Blanket CAAF
6. Who is Authorized to Make Purchases under the Blanket CAAF

#### **E. Account Codes**

All Official Functions must be charged to the appropriate account code. For internal charges, the expenditure must be charged to account 72910 or an appropriate account given by Catering/Dining Services. For external charges, the expenditure must be charged to account 72390.

## **V. Corrective Action**

University Employees are not permitted to authorize or incur Official Function expenditures that do not adhere to this policy. Employees who fail to follow this policy may be denied reimbursement or required to reimburse the University if expenditures already occurred using a University form or payment. Designated Approvers for Official Functions who fail to follow this policy will no longer be allowed to serve as designated approvers.

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**Contact for Questions:**

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