

As approved by President's Council all expenditures for food or "Official Hospitality" must be justified and determined appropriate in fulfilling an objective or goal which bears a valid relationship to the mission of the university. An updated form entitled "Detail for Official Hospitality/Food" must be completed and attached to all requests for payment or reimbursement of such expenditures. The approved policy may be viewed at <http://www.pittstate.edu/busof/OfficialHospitalityFood.html> and applies to all food and non-food official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or expenditures provided for an official function. This new form replaces the old "Official Hospitality" form and can be found at:

<http://www.pittstate.edu/busof/documents/OFFICIALHOSPITALITY-FOODFormA.pdf>

This policy applies to any of these type of expenditures from State, Auxiliary, or Grant funds.

Receipts submitted for payment or reimbursement must be original receipts and should contain a detailed description of the food purchase.

Any questions may be directed to the Business Office at Ext. 4157.