

ARKANSAS TECH UNIVERSITY

BOARD POLICY

Policy Number: 400

Subject: Policy on Official Function Expenditures

Date Adopted: November 1985

Revised: October 1994

The Board of Trustees of Arkansas Tech University establishes the following policy to be followed in determining the appropriateness of expenditures in the "Official Functions" category.

All expenditures for Official Functions should only be made to accomplish institutional purposes. Functions which are of primary personal benefit to University personnel are not appropriate expenditures. Specifically, the following events are appropriate for expenditures or reimbursement:

A. Campus Committees and Advisory Groups

Meals for various committee meetings in the cafeteria are appropriate. All such committees should have campus-wide impact. The primary purpose of these meetings is to coordinate activities of the University, plan courses of action and make decisions. The meetings are conducted at meal time to prevent disruption of activities of the officials and staff during normal operating hours. Recognizing the difficulty of holding such meetings during normal working hours, the Board specifically identifies the following committees as being eligible for meetings where meals/refreshments are paid for by the University:

- a. Administrative Council
- b. Budget Advisory Committee
- c. Academic Council
- d. Faculty Senate
- e. Alumni Board
- f. University Standing Committees
- g. Other meetings of campus representatives
as determined by the Administrative Council

B. Administrative Training

There may be one or more times during an Academic year that the President, Vice Presidents, Deans, and Academic Department Heads, and other selected personnel are involved in training that enhances the skills of Personnel in their area of responsibility. Issues impacting the operations of Arkansas Tech University and higher education in

general would be discussed and studied. **Reasonable** payment of meals, travel, and lodging are deemed appropriate expenditures.

C. Off-campus Committees, Advisory, and Work Groups

The University receives much support, financial and otherwise, from various segments of society. It is appropriate, and a good business practice, to host various groups from time to time.

Institutional purposes are served when hosting the following groups:

- a. Accreditation teams
- b. Potential donors
- c. Speakers and other expenses for convocations, graduation and similar meetings
- d. Commencement reception
- e. Hall of Distinction banquet
- f. Community service events
- g. Registration workers
- h. Faculty and staff reception at various times during the academic year
- i. Functions at President's residence for guests of the University and appropriate institutional representatives
- j. Additional functions approved by Administrative Council

D. Personnel Recruiting

Reasonable expenses incurred in the process of recruiting prospective faculty and staff (meals, lodging, travel) are appropriate expenditures .

E. Expenses related to travel of President's Spouse

Meetings which are official functions of the institution where the president's spouse has a role and meetings where there are specific training activities which would help the president's spouse function better in his/her campus responsibilities can be funded from University funds.

F. Official Board

Meetings and activities of the Board of Trustees are directed toward accomplishing the missions and purposes of the University. Expenses of these activities are appropriate to be paid from University funds.

G. Administrative Approval

All expenditures incurred under this policy should have the approval of the President and Vice-President whose area is involved.

H. Policy Exceptions

If deemed necessary, the administrative council can make an exception to this policy. That exception **must** be formally ratified by the Board of Trustees.