

Official Functions

Arkansas Tech University recognizes that in addition to providing teaching, research, and service, ATU serves the community as a social and cultural center. The President and other officials are often called upon, either in executive roles or as institutional representatives, to sponsor, support or participate in various functions. Those functions referred to as “official functions” in institutional accounting terminology and in which University Officials are expected to participate, can take many different forms. Because of the position the University occupies in the community and because participation is expected and has been historically practiced, the expenditure of state-appropriated funds for such purposes is considered both necessary and appropriate. However, these functions are stand-alone events meaning functions that demonstrate a pattern of recurrence will not be approved for reimbursement under this procedure. Please see the guidelines below for hosting an Official Function. Function expenditures may be reimbursed to an employee or directly billed to the campus food service provider when an occasion arises where an employee is designated as an official representative of the University for an individual or small group function. To avoid misuse of the official function process, attendance at official functions should be kept to no more than three members of the same University department.

1. Official Function Expenses for Individual Reimbursement Using General Operating Funds

Official Functions may include:

- a. Board of Trustee functions.
- b. Groups which include a maximum of three institutional representatives and persons being considered for employment.
- c. Employees conducting accreditation visits with the accrediting organization personnel.
- d. Employees meeting with volunteers giving their time in an advisory capacity to the institution.
- e. Potential donors, including employees assigned to work with a development opportunity, who are guests of an ATU Advancement Office staff member and University President.
- f. Official University guests as determined by the Vice President for Administration and Finance and University President or his/her designated representative.

2. Campus Official Functions Paid With General Operating Funds

There are functions that are allowed and may have expenses paid for with general operating funds directly to the campus food service provider but not be reimbursed to an individual these include:

- a. Board of Trustee functions.
- b. Functions at the President's residence for guests of the University and appropriate University representatives.
- c. Annual Faculty Recognition Reception for all Colleges combined or a Retirement Reception by individual College, one for each College per year. The Academic Affairs Office will make the determination each year whether the Annual Faculty Recognition Reception will be held in lieu of individual College Retirement Receptions.
- d. Annual Faculty/Staff luncheon/reception.
- e. Retirement receptions for retiring staff at the executive level, i.e. President and Vice Presidents
- f. Functions promoting the University or an event sponsored by the University.
- g. Administrative training which impacts the operations of the University.
- h. Events not covered under item 2 which are in the University's best interests and have been approved by the Vice President for Administration and Finance or his/her designated representative prior to the event.

3. Expenses Related to the President's Spouse Paid for With General Operating Funds

Meetings/luncheons/dinners which are official functions of the University 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 may be paid for with general operating funds.

Non-Allowable Expenses

There are some instances where the function(s) an individual is hosting will not be designated as an Official Function for the purpose of being reimbursed for meal expenses from general operating funds. These include:

- a. Staff meeting and staff event planning expenses which do not involve guests of the University
- b. Functions which primarily celebrate a personal event in the life of an individual.
- c. Student parties, e.g., welcome back to school, graduation, academic year end, etc.
- d. Alcoholic beverages at any University function.
- e. Other guests specified in item 1-f which do not have approval of the Vice President for Administration and Finance. Approval before the expense is incurred is advised.

Guidelines for Hosting an Official Function

1. If two-thirds of attendees are ATU employees and the meeting is being held in the Russellville area with anticipated spend of more than \$250 the University's contracted

food vendor must be used. If it is less than \$250, or the contracted food vendor declines the event then a local restaurant may be used.

2. Reimbursement is to be requested by submitting the completed Official Function Form and original itemized receipts.