

## University Trust Fund Form – Hospitality Expenditure Guidance - Examples Provided Below

Various non-state funds controlled by the University may be used to fund official business, within the restrictions set forth in the updated Hospitality policy. Hospitality expenditures from trust funds are restricted to the purpose for which the trust fund was established. In addition to the terms of the fund and University policies, certain hospitality expenditures must be authorized per the trust agreement form.

Stated on page seven of the [Hospitality Policy](#) is guidance on specific expenditures that are **required** to be outlined within the permitted expenditures section of the trust fund agreement form. Failure to include these specific types of permitted hospitality expenditures on the agreement will result in the rejection of payment requests.

<b>Table 1: Funding Sources for Payment of Hospitality Expenses</b>				
<b>Funding Source</b>	<b>Alcohol</b>	<b>Social Memberships and Entertainment Services</b>	<b>All Other Types of Hospitality</b>	<b>Gifts to Official Guests</b>
<u>Operating Fund</u> ➤ Includes the following funds: GM1##, SO###, RN###, RT###, and QZ###	No	No	Yes	No
<u>Self-Support Student Fee Funds</u> ➤ Includes the following funds: RC###, RD###, RM###, RO###, RQ###, RU###, RV###	Yes	Trust Agreement	Trust Agreement	No
<u>Private Support</u> ➤ Includes the following funds: C0###, GM2/3##, NT###, Q#### (other than QZ###), RY###	Yes	Yes	Yes	Trust Agreement

Source: Hospitality Policy Number: 2000-5, Effective Date: 10/1/2019

## Trust Fund Agreement Hospitality Expenditure Examples:

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### **Operating Funds: Includes: GM1##, SO####, RN####, RT####, and QZ####**

Hospitality expenditures from operating funds are restricted to the purpose for which the trust fund was established. The term 'hospitality' must be stated on the trust agreement under the 'Allowable Expenditures' area of the trust fund agreement to include hospitality charges. Alcohol, social memberships, entertainment services, and gifts to official guests are not permitted using operating fund sources.

#### ***Hospitality Example for Operating Fund:***

4. Allowable Expenditures: Expenditures to support the CAPS and Student Mental Health Services Programs including but not limited to: salary and wages, travel/training/professional development, equipment purchase/rental, space rental, contractual/non-contractual services, transfer to reserve, EO 1000 fees and other general operating expenses including **hospitality** that support the purpose of the trust.

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### **Self-Support Student Fee Funds: RC####, RD####, RM####, RO####, RQ####, RU####, RV####**

Hospitality expenditures from self-support/student fee trust funds are restricted to the purpose for which the trust fund was established. Per the hospitality matrix, alcohol is permitted if the agreement states 'hospitality' only. Therefore, to include social memberships, entertainment services and/or all other types of hospitality – the agreement must reflect the inclusion of these specific hospitality expenditures.

#### ***Hospitality Example for Self-Support/Student Fee Fund:***

Before Revised Hospitality Policy:

4. Allowable Expenditures: Honoraria, student assistant wages, and **hospitality**

If fund expenditures are to include social Memberships, Entertainment services, and all other types of hospitality – you must include this information under allowable expenditures.

After Revised Hospitality Policy:

4. Allowable Expenditures: Honoraria, student assistant wages, and ~~hospitality~~ ...all other types of hospitality expenditures, including social memberships and entertainment services.

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**Private Support Funds: C0###, GM2/3##, NT###, Q#### (other than QZ###), RY###**

Hospitality expenditures from private support funds are restricted to the purpose for which the trust fund was established. Per the hospitality matrix, alcohol, social memberships, entertainment services, and all other types of hospitality are included if the agreement states 'hospitality' only. Therefore, to include gifts to official guest the agreement must reflect the inclusion of these specific hospitality expenditures.

**Hospitality Example for Private Support Fund:**

**Before Revised Hospitality Policy:**

<b>4. Allowable Expenditures:</b>	Supplies, materials, equipment, <b>hospitality</b> , guest lecturers, and all other expenditures that support the purpose of the fund.
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If fund expenditures are to include gifts to official guest – you must include this specific language under allowable expenditures.

**After Revised Hospitality Policy:**

<b>4. Allowable Expenditures:</b>	Supplies, materials, equipment, <del>hospitality</del> , guest lecturers, and all other expenditures that support the purpose of the fund.... <b>hospitality expenditures that include gifts to official guests.</b>
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**Questions regarding the trust fund agreement form hospitality policy requirements?**

**Please contact the Trust Fund Management Team:**

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