

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Department Hospitality Card Policy

POLICY NUMBER:

EFFECTIVE DATE: December 19, 2008

REVISION DATE: December 3, 2010

ACCREDITATION STANDARDS:

POLICY:

The University requires documentation for purchases made with Department Hospitality Cards. Only bonafide business expenditures are allowable.

PURPOSE:

To document allowable business expenses eligible for use of the Department Hospitality Card. .

To define business vs. personal expenses.

SCOPE:

All holders of Department Hospitality Cards.

DEFINITIONS:

Non-reimbursable Expenditures – (1) casual food items for personal consumption; (2) items purchased for family members who are not employees.

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

All receipts for Department Hospitality Cards must be submitted to the Controller's office on a monthly basis.

If the receipt is for external guests, then the department must submit the following information along with the original receipt:

1. Name(s) of guest(s).
2. Name of organization the guest represents, if applicable.
3. Purpose of expenditure.

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If the receipt is for internal guests, then the following information is needed along with the original receipt:

1. Name(s) of guest(s).
2. Business purpose for expenditure.

INSTRUCTIONS FOR SUBMITTING RECEIPTS:

Receipts are must be securely taped to a letter-sized piece of paper - attach receipts to ONE side of the paper only. Do not overlap receipts when taping them down so that all receipts are exposed and no dollar amounts are covered. Do not fold your receipts. Do not tape over any pertinent information on the receipt (date of transaction, amount of each item, and total due). Do not staple the receipts to the paper.

Do not highlight or tape over amounts on the receipts because quite often the ink disappears and the receipts are useless.

APPROVAL:

DISTRIBUTION:

AUTHOR:
