

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: GOVERNANCE AND ORGANIZATION

Policy 205.4 – Campus Hospitality

*Effective: November 18, 1999; Issued: December 10, 1999; Revised: January 6, 2022*

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**I. Board policy:**

A. Expenses for official hospitality, community relations, or public relations may be reimbursed by a campus only when such activities are directly related to the objectives of the campus.

**II. Procedures:**

A. As a guide to making a determination as to when hospitality expenses will be reimbursable, those authorized to approve hospitality must:

1. determine that the activity is directly related to an objective of the campus; and
2. evaluate the importance of the event in terms of the costs that will be incurred, benefits that are anticipated from the expenditure, the availability of funds, and alternatives that would be equally effective in accomplishing the desired objective.

B. Hospitality expenses which exceed an aggregate of \$50.00 must be approved prior to the event as provided in section D.

C. Occasions for which the expenses of official hospitality may be approved are limited to the following:

1. when the campus is host or sponsor of a meeting of a learned or professional society or organization, the cost of meals or light refreshments may be defrayed by the unit;
2. when the campus hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the cost of meals or light refreshments may be defrayed by the campus;
3. when meetings of an administrative nature are held which are directly concerned with the welfare of the campus, the cost of meals or light refreshments may be defrayed by the unit. Where meals are involved, they must be a necessary and integral part of the business meeting;
4. when meetings between students and faculty or administrators are held, the cost of meals or light refreshments may be defrayed;
5. receptions for special ceremonies may be approved by the president, chancellor, appropriate vice president or director of student services; and
6. expenses relating to recruitment of prospective students are not considered hospitality and are not included in this policy. These expenses are part of a campus's normal function and as such may be approved by the appropriate department chair, director or dean.

D. The president or chancellor and such persons as he/she may designate have authority to approve expenditures for official hospitality.

1. Amount authorized:

- (a) (1) maximum per person expenditure for the person(s) being entertained and for the campus employee(s) as the official host or participating at the request of the official host shall not exceed the amount set out in the hospitality approval form;
- (b)(2) for catered events, delivery and set-up charges must be included when determining the authorized amount;
- (c) if the hospitality is to benefit persons from outside the campus, the department may pay for the meal expenses of its guest and normally that of one official host from the department and other department members whose attendance is authorized by designated campus officials in accordance with the schedule listed in D1 above;
- (d) a campus employee who is in travel status and eligible for meal allowances shall deduct the equivalent allowance for meal(s) received under this policy from the travel allowance

History:

Item 12-006-R0676, June 7, 1976, as revised April 26, 1990, December 11, 1992, and November 18, 1999 (Item 104-103-R0999).  
Revised January 6, 2022, Item 198-104-R0122.

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- claimed for that day;
- (e) exceptions to paragraphs D1(a), (b) and (c) must be approved by the president or chancellor in accordance with current reporting procedures.
2. Source of funds: Expenses for official hospitality may be defrayed from various campus fund sources, within the existing level of supplies and expense funds, and are subject to the above rules and the following additional limitations:
- (a) agency funds are subject to any additional agency restrictions on the use of funds;
  - (b) contract and grant funds may be expended only if specifically authorized in the contract or grant, and only to the extent and for the purpose(s) authorized by the contract or grant;
  - (c) prior administrative approval for expenditures in excess of \$50.00 is required even if hospitality expenses are authorized in the contract or grant;
  - (d) terms of a contract, grant or agency policy cannot authorize an expenditure which is not in accordance with board policy.
3. Reimbursement for expenditures: Official hospitality charges may be processed as a direct charge to an appropriate account by memorandum supported by receipts and official hospitality approval.
- (a) There must be supporting data for all hospitality, including home hospitality.
  - (b) After approval the hospitality form should be returned to the originating department. The department is to attach the approval to the memorandum requesting reimbursement and forward both the form and the memorandum to the controller's office for payment.
  - (c) The controller's office or business office may not honor reimbursement requests not accompanied by the Approval of Hospitality Form when the amount requested exceeds \$50.00.
- E. Additional restrictions: Each campus may establish additional restrictions not in conflict with this policy on the reimbursement of hospitality expenses.

**II. Definitions:**

A. An official guest is a person, not otherwise employed or compensated by the campus, who is present on the campus to render a service on the campus, or at the invitation of the campus, or as a guest of the campus.

B. Light refreshments means a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

History:

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**III. Form:**

A suggested form to be used when requesting approval of official hospitality is attached.

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**HOSPITALITY APPROVAL FORM**

(NAME OF CAMPUS)

(This format is suggested for use when submitting requests for approval of official hospitality.)

\_\_\_\_\_ (DATE)

To: \_\_\_\_\_

Permission is requested to use \_\_\_\_\_ funds for official  
(Department/office/acct.#)  
hospitality as follows:

Date: \_\_\_\_\_ For: \_\_\_\_\_ \$ \_\_\_\_\_  
(Refreshments/breakfast/lunch/dinner)

Name of guest(s) or function: \_\_\_\_\_

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No. of Persons: \_\_\_\_\_ From: \_\_\_\_\_  
(Community, other campus, etc.)

Purpose of Entertaining: \_\_\_\_\_

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Official Host: \_\_\_\_\_

Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** After approval return this form to requesting department.

History:

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