

Hosting Policy

School of Journalism & Communication

Revised January 2022

General Policies

When hosting guests, **please keep the amount per person reasonable**. \$30 per person breakfast/lunch, \$50 per person dinner. Use judgment – if hosting a job candidate or highly distinguished guest, this is *slightly* flexible.

Tips are limited to 15% unless the business automatically adds a higher gratuity. If gratuity is automatically added to a bill, additional tips cannot be reimbursed or expensed.

Alcohol – one drink per person can be expensed when hosting guests or part of official Dean’s functions (i.e. events, retreats, etc.), using a **Foundation** budget. It cannot be expensed for employee only meetings, lunches, etc. One bottle of wine = 4 drinks. If the guest orders more than one drink, please document that with the reimbursement to be expensed/reimbursed.

ASA, startup, award, and other research funds cannot be used for hosting.

Unless a guest brings a family member, **spouses and other employee family member meals** may not be expensed.

If you are **hosting on campus with perishable food** (i.e. pizza, refreshments, or any food brought in/delivered from a vendor that would normally be perishable), submit a [UO Catering Waiver Form](#) and wait for approval before hosting.

SOJC Internal Hosting – Employee Only Gatherings

- Only budget holders with foundation funds, designated for this purpose, are allowed to host faculty and staff business meeting meals.
- Food should not be served during regular, recurring meetings. For employee retreats/meetings with food, there should be an agenda or list of topics discussed documented with the reimbursement.
- No alcohol!

Student -Related Hosting

- **In-person classes** – serving food/beverages is not allowed
- **Student Groups/Agencies**
 - Student groups and agencies may meet outside of class time with light refreshments if
 - There is an approved budget with the student group advisor’s permission,
 - There is some level of discussion around the student group activities, objectives, planning, recruitment, or other mission-focused discussion
 - A faculty member or guest is present, engaging in this conversation
- **Students Hosting Guests (i.e. graduate students recruiting other students)**
 - The General Policies above still apply, and no alcohol is allowed.

Reimbursement Process

1. **Gain approval, if needed, before hosting** - All hosted meals and refreshments must be approved by the appropriate budget authority with a hosting budget line.
2. **After the meal, submit a picture your *itemized* receipt to sojcbusiness@uoregon.edu and include the list of guests, business purpose, and index in the email.**

Purchase Order Process

1. **Gain approval, if needed, before hosting** - All hosted meals and refreshments must be approved by the appropriate budget authority with a hosting budget line.
2. **Contact the restaurant** to see if they will accept a purchase order from UO.
3. **Email sojcbusiness@uoregon.edu** to request a purchase order by providing the following information:
 - a. Business purpose
 - b. Location
 - c. Date
 - d. Guest list
 - e. Approximate budget
 - f. Index
4. Hand the purchase order to your server after the meal.
5. **Submit a picture your *itemized* receipt to sojcbusiness@uoregon.edu** and include the list of guests, business purpose, and index in the email.

Other Details

- Generally, [University Catering](#) should be used for all refreshments on campus for events/gatherings. If UO Catering is unavailable or too expensive per the event budget, a UO Catering Waiver Form must be submitted and approved before the event takes place.
- When submitting documentation for reimbursement or an invoice, a list of those in attendance must be documented. For gatherings over 20, provide a reasonable estimate of attendees by category (# of faculty, # of staff and/or # of students)
- For liability reasons, faculty and staff may not serve homemade food to students. Food ingredients may not be reimbursed if they were used to make food served to students or guests.
- If a vendor direct bills UO and there is an issue with the bill, all or part of the amount due may need to be paid by the host. This would likely happen in the following situations:
 - The amount per person was not reasonable
 - More than one drink per person (and it wasn't the guest)
 - A clear business purpose did not exist
 - Prior approval was not obtained (if necessary)

Resources

[Business Affairs \(BAO\) Expense Guidelines](#)

[Business Affairs Departmental Fiscal Procedures](#)