Policy on Hospitality to be funded by the Provost Office for Academic Affairs

SUNY Policy prohibits the use of regular state funding accounts for food and/or entertainment not related to instructional activities.

A hospitality account is provided to the Provost Office for purposes of covering expenses related to faculty/staff/students specifically assigned to meet with search candidates, guest speakers, or other persons involved in official college business.

Meals for no more than three persons (not including the guest) may be covered with approval by the Provost Office by submitting a Meal Reimbursement form (found on the Provost forms link). This form should be filled out, and submitted with original detailed receipts (credit card charge slips will not be sufficient) to the Provost Office at 702 Culkin Hall.

Since funds are limited each year and can’t be replenished, we are limiting the reimbursement request to a maximum of $35/person which includes food, non-alcoholic beverages, tax & tip. Alcoholic beverages may not be included. We expect department members to use discretion with the use of hospitality funds, since these are funds provided by Auxiliary Services and change each year.