

Policy on Hospitality to be Funded from IFR and/or Regular OTPS Accounts

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

Whereas SUNY Oswego has some discretion in this regard, divisions may consider requests for such purchases above \$150 on a case-by-case basis, in advance. Approval must be received from the division vice president.

Approval is not required for expenses of \$150 or less that conform to the following guideline: meals for faculty/staff/students specifically assigned to meet with search candidates, consultants, guest speakers, technical specialists, or other persons involved in official college business.

Meals for no more than three persons (Oswego faculty/staff/students; does not include guests) may be covered for each event and may not exceed \$31 per individual for dinner, \$8 per individual for breakfast. Alcoholic beverages may not be included.