

HOSPITALITY

Policy Statement

AUC does not provide its employees with free meals or drinks, neither does it allow its budget to be charged for costs of flowers for office embellishment. However, this policy controls the annual hospitality/social Function budget provided to AUC community for business related activities.

Hospitality expenses may be incurred for drinks and food served to students participating in formal meetings or activities with departmental representatives.

Reason for Policy/Purpose

This policy aims at defining the hospitality and social function boundaries.

Who Approved This Policy

EVP. Brian MacDougall
EVP for Administration & Finance.

Who Needs to Know This Policy

AUC Community.

Web Address for this Policy

<http://schools.aucegypt.edu/offices/controller/Documents/Hospitality%20policy1.pdf>

Contacts

Responsible University Official: Accounts Payable Director.

Responsible University Office: Office of the Controller

If you have any questions on the policy or procedure for [] policy, you may:

1. Call [Accounts Payable Section – Controller’s Office] at [ext # 2336], or
2. Send an e-mail to Hesham_r@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy

Policy/Procedures

On- Campus Hospitality

On-Campus Informal hospitality:

Informal hospitality consists of drinks supplied through the university food and beverages outlets, which manage the University Food Services Facilities. Hospitality costs may not be expensed against departmental budgets unless they were incurred for one of the following purposes:

- Meetings of regular University administrative committees
- Official departmental meetings
- Meetings with visitors for University business-related purposes
- Formal meetings with students.

Sandwiches and pastries are not to be charged to the Hospitality budget unless specifically justified for meetings with visitors, the duration of which is such that it is appropriate to offer food as well as drinks.

Amounts claimed for drinks, sandwiches, pastries, etc. may normally not exceed the prices for such items charged by Delicious Inc. outlets.

On-Campus Social functions

Formal social functions on campus are organized through a requisition drawn on Delicious inc. and approved by the relevant department or unit head. It is also possible for a third party caterer to handle an on-campus social function in special cases. In order to avoid unnecessary costs it is important to make a realistic estimate of the number of persons who will actually be attending the event. It is also important to agree upon a per head cost commensurate to the occasion being celebrated. Finally, care should be exercised not to exceed the available budget.

On-Campus social functions Measures

A department contemplating an on-campus social function is required to issue a Requisition to Delicious Inc. after identification of the event. Delicious Inc. shall take all the necessary steps to provide the service required. Delicious Inc. raises a charge against the relevant department's hospitality budget depending on the fund reservation performed on SAP by the AUC department.

Off-Campus Hospitality

Off-Campus Informal Hospitality

This type of hospitality may be divided into:

- (a) smaller functions where hospitality is provided in a restaurant or at home without recourse to external catering, and
- (b) larger functions which require the services of a caterer.

For hospitality offered at home, the University has established a reimbursement scheme which is periodically updated. Reimbursement rates may be obtained from the Disbursement Office at ext. 2336.

For all informal hospitality expenses, the following details must be supplied to the Controller's Office when submitting reimbursement requests:

- The date on which the expense is incurred,
- A precise description of the qualifying event/s,
- The names of those participating, including organizational affiliation in the case of visitors.

Off-Campus Social Functions

Larger off-campus social functions typically require the services of a caterer. Such catering may either be provided by one of Delicious Inc. outlets or a third-party caterer. A third-party caterer should be registered with the Commercial Registry and has to have a current tax card.

Off-Campus Hospitality Reimbursement

Hospitality provided in restaurants tends to be significantly more expensive. Restaurant invoices in excess of EGP 2,000 that are going to be charged to the "Hospitality / Social Function" line require approval of the relevant area head.

Regardless of whether hospitality is provided at home or at a restaurant, full documentation is essential. In addition to the department head approval, all requests for reimbursement must include the following information:

- Date and place of the function
- Type of function (lunch, dinner, cocktails, etc.)
- Purpose or justification for the function
- Adequately detailed invoice(s) for all restaurant expenses
- List of attendees in case of home

Requests for reimbursement which do not contain the above information will not be processed by the Controller's Office.

Tips

Tips in all hospitality and social functions events should not exceed 5% of the total invoice.

Alcoholic Beverages:

Purchase of alcoholic beverages requires the approval of the Area head. However, it is completely prohibited to consume any sort of alcoholic beverages on AUC premises.

Forms/Instructions

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices *(optional)*

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: July 1, 2010

Last Amended Date: Dec. 21, 2016

Next Review Date: Month, Day, Year