

UADA Policy 260.1 **Official Functions Policy**

Purpose

The purpose of this policy is to establish general parameters for holding and funding University of Arkansas System Division of Agriculture (UADA) official functions, consistent with University of Arkansas System Board Policy 260.1 (Board Policy).

Policy

Official Function Overview

UADA Official Functions include events that fall within one or more of the following categories:

- Meetings of official UADA internal committees or advisory groups,
- Meetings of official UADA external committees or advisory groups,
- Receptions and honor functions,
- Faculty and staff functions,
- Student functions,
- Official Board of Trustees functions, or
- Miscellaneous functions in support of UADA's mission that do not obviously fit into one of the previous categories.

Official UADA functions specifically include events common to job candidate interviews or program delivery, such as:

- Interview of candidates for faculty or staff positions (including activities outside the interview session itself but part of the interview process),
- 4-H club and Master Gardener group meetings,
- Production meetings,
- Field days,
- Public training events, symposiums, or presentations led by faculty and staff,
- Program reviews, or
- Other events clearly tied to UADA programs and research.

Appropriate Official Function Expenditures

Consistent with Board Policy, examples of appropriate expenditures associated with official functions include, but are not limited to refreshments or meals for groups which include institutional representatives and persons being considered for employment, persons conducting accreditation visits, persons meeting as volunteers giving their time in an advisory capacity to the institution, special guests or awardees, students at banquets or awards ceremonies, faculty and staff at a limited number of functions, and persons involved in meetings or events associated with the work of the Board of Trustees.

Prohibited Official Function Expenditures

Consistent with Board Policy, using any federal, state, or county funds appropriated to UADA for the following expenditures is prohibited:

- Expenses for individuals related to membership in clubs, social, or community organizations,
- Dues for individuals to professional organizations (unless otherwise authorized by other UADA policies),
- Holiday cards or other similar printed greetings to individual constituents,
- Alcoholic beverages, or
- Expenses associated with any event which primarily celebrates the anniversary, wedding, birthday, or other significant moment in the life of an individual employee, volunteer, or program participant.

Official Function Expenditure Guidelines

Consistent with Board Policy, Official Function meal and refreshment expenses are not intended to cover meal costs while UADA employees are in travel status. Actual meal expenses per individual employee up to the maximum per diem should be claimed by employees while in travel status as reimbursement for meal costs. In rare circumstances, UADA administrators or faculty may host meetings while in travel status that fall within this policy; however, these should be approved by the appropriate administrator in advance. UADA employees participating in the Official Function while in travel status must not claim reimbursement for meals when these events take place.

In most instances, Official Function meals must be consumed on site at a UADA location. Official Function meals connected to programs or training conducted by UADA must be consumed at the site of the program or training event. In no circumstances may a meal consumed at a restaurant or other location that is not also the site of the Official Function be considered part of the Official Function under this policy. Such meals are not part of Official Functions and are not considered UADA expenses or reimbursable to employees, volunteers, or program participants. Meetings involving candidates interviewing for open positions and faculty/staff at non-UADA locations that include meals may be considered Official Functions when specifically coordinated by hiring managers and/or search committees and approved by the hiring department head.

The per person cost of meals provided as part of Official Functions must be reasonable when using the per diem amount for the meal and location of the Official Function as a guide. Gratuities or tips for Official Function meals are limited to 15% unless otherwise required by the supplier.

An appropriate funding source must be used for Official Function costs, including meals. Questions regarding appropriate funding sources should be directed to the Business Office. Lack of appropriate funding may result in personal responsibility for costs incurred, regardless of whether the costs meet the definition of an Official Function under this policy.