Aims Community College Procedure

Administrative Services

Official Functions

Purpose: The purpose of this document is to outline the procedures related to official functions. The intent of these procedures is to ensure that costs incurred are necessary and reasonable. These procedures apply to all employees of Aims Community College. Any exceptions to these procedures may be presented to the Vice President for Administrative Services for consideration.

Official functions will be held to achieve College goals and objectives and will be limited to reasonable and actual costs. The attendance of College employees at these functions should include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Official functions may be hosted by the President or by a representative of the College.

A. Official Functions Activities

1. Official Function – A meeting, conference, training, meal, or other function that is hosted by a College employee, attended by guests and/or College employees, and held for official College business purposes to enhance staff knowledge or to educate customers or employees of the college who are affected by the College’s operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

2. Examples of Approved Functions - The following are examples of acceptable official function activities. The list is intended as a guide. If an activity is not included on the list, it may still be an acceptable activity. If further clarification is needed, please contact the Vice President of Administrative Services.
   a. College-hosted functions where College personnel host or welcome a non-employee guest or visitor, or a group of such persons, for the benefit of the College.
   b. College-hosted commencement ceremonies and associated receptions and events.
   c. College-hosted employee or student recruitment activities where food and beverages might be served.
   d. College-hosted events (on or off campus) where decorations might be required (i.e., flowers, decorations, etc.)
   e. College-hosted events (on or off campus) designed to generate business or community support for College programs.
   f. College-hosted formal gatherings, such as award ceremonies, that acknowledge
employee achievements or non-employee accomplishments that benefit the College.

g. College-wide on-campus retirement receptions for employees. (Expenditures for refreshments, up to a maximum of $100 per event, may be approved.)

h. Departmental or divisional retreats.

i. College-hosted occasional meal meetings of employees and/or official guests of the College. The primary purpose of the meeting is to conduct College business and where the specific business purpose is stated on the Official Function Request form.

j. Training sessions within the department for employees, students and/or faculty.

B. Activities Not Acceptable As Official Functions

1. The following activities do not qualify as official functions:

   a. Functions not hosted by the College.

   b. Lunches, dinners, receptions, and other gatherings where the primary purpose is for College personnel to informally gather for social or personal purposes and not to further College goals, objectives, and programs. This includes departmental/divisional holiday parties or receptions, going away receptions for employees, and similar events.

   c. Gifts and gatherings recognizing occasions of personal importance to employees or non-employees who are not directly related to the conduct of College business or accomplishment of goals and objectives. This includes birthdays, weddings, engagements, death or birth in an individual’s family, illness or hospitalization of an individual, holidays, retirement gifts, or other “special days.” The exception to this would be the Aims Foundation when related to donor relations.

   d. Routine department or division meetings.

2. This procedure should not discourage employees or departments from taking up a collection and making private gifts to colleagues in appreciation for their services or in recognition of events of personal importance.

C. Alcoholic Beverages

1. Reimbursement from College funds should only be approved where the alcoholic beverages are served off campus in conjunction with a meal or at a reception. Alcohol may only be served on Aims-controlled property at non-student events upon prior written application and approval by the President. (Reference Drugs and Alcohol Policy 1-290). A copy of the written approval from the President will be submitted with the Official Functions form for reimbursement. Federal funds cannot be used to purchase alcoholic beverages.

2. Alcoholic beverages should not be served and payment will not be made in conjunction with the following functions:

   a. College employee or committee meetings

   b. College employee training or professional development sessions
c. Other gatherings held on or off campus on weekdays during customary working hours attended only by College personnel
d. Official functions for students

D. Approval Procedures

1. To assure acceptable compliance with these procedures, prior to payment or reimbursement, an Official Function Request form should be completed and submitted for approval in advance. Two signatures are required. Approval signature of cost center administrator and VP or Cabinet member is required. The VP of Administrative Services signature is required when:
   a. A Cabinet member or VP is the cost center administrator, or
   b. The requestor is asking for an exception to the procedures listed above.
2. When the VP of Administrative Services is the cost center administrator, the President or the President’s designee serves as the second signer.

E. Payment Procedures

Expenses for official functions may be paid directly to vendors or reimbursed to employees using any College approved payment method. The approved Official Function Request form and itemized, original receipts are to be attached regardless of the payment method.

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Responsible Administrator: Vice President for Administrative Services
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