**3356-3-13 Business-related and entertainment expenses.**

Responsible Division/Office: Finance and Business Operations

Responsible Officer: VP for Finance and Business Operations

Revision History: December 2004; March 2010; March 2015;

September 2020

Board Committee: Finance and Facilities

Effective Date: September 3, 2020 (no changes)

Next Review: 2025

(A) Policy statement. The board of trustees authorizes the establishment of business-related and entertainment expense guidelines for reasonable food, beverage, and incidental costs associated with the conduct of university business.

(B) Purpose. To establish the manner and extent to which university funds may be expended for business-related activities, entertainment, and hospitality.

(C) Scope. This policy applies to all university employees.

(D) Procedures. The university’s business-related and entertainment expense guidelines may be accessed at the [procurement webpage](https://ysu.edu/procurement-services/procurement-forms).