

**Title: #VII-7. Procedure for Hospitality Services****Date: April 21, 2017** (Replaces version dated March 6, 2016)

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Hospitality service is defined as food, non-alcoholic beverages and related expenses for the reception of guests who are hosted by WVU at Parkersburg. Employee functions are not considered hospitality functions unless they are associated with day-long professional development and training sessions.

The [Request for Hospitality Service](#) form provided by the State Travel Management Office is available under “Forms” on the WVU at Parkersburg Intranet. The Hospitality form must be submitted to the Vice President for Finance and Administration for approval of estimated expenses prior to the hospitality function. Employees who report directly to the President must obtain the President’s approval prior to forwarding the form to the Vice President for Finance and Administration.

When hospitality for the college’s guest(s) occurs away from campus, the employee serving as host may be reimbursed for authorized hospitality expenses by submitting to the Purchasing Department a Vendor’s Invoice with an itemized receipt, the approved Hospitality Form, and list of attendees.

**Catering Services**

Hospitality services requested for on campus catering may be arranged through AVI Food Services using the following procedures:

1. When requiring catering service, the requestor sends an e-mail to the AVI Service Manager with the following information:
  - Date, time, and location of service
  - Type of meal (breakfast, lunch, dinner, reception)
  - Preferred menu
  - Total number of persons attending
  - Budget code to be charged
2. The AVI Service Manager will send a sales order to the originator, with the estimated cost for the catering. If the cost of the hospitality services quote provided by AVI is prohibitive, the WVUP administrator in charge of an event may request

permission to seek an alternative provider. This request can be documented on the Hospitality Form submitted to the Vice President for Finance & Administration and will be approved as part of the approval for the event.

3. Once a provider is selected, the originator should immediately submit the Hospitality Form to the Vice President for Finance and Administration for approval.
4. Following the approval of the form, it will be returned to the originator.
5. Upon receipt of the invoice for the catering service, the requestor must:
  - Verify the correct budget code is on the invoice;
  - Sign and date the invoice;
  - Prepare a Purchase Requisition listing the budget code, line item, invoice amount and including a description and the date of the event;
  - Attach the original invoice, the approved Hospitality Form and a list of attendees to the Purchase Requisition;
  - Forward to the budget manager for approval, or if the budget manager is the requestor, forward to the appropriate administrator for approval;
  - Submit the Purchase Requisition with all attachments to the Purchasing Department.
6. Once the Purchasing Department receives this package the invoice will be paid and the paperwork will be filed for recordkeeping and audit purposes.

**Responsible Administrator: Vice President for Finance & Administration, 304-424-8224**