

OFFICIAL FUNCTIONS

I. Purpose

The purpose of this policy is to establish the general parameters for holding and funding University of Arkansas official functions.

II. General

University “Official Functions” include events that fall within one or more of these categories:

- A. Meetings of official institutional (in-house) committees and advisory groups;
- B. Meetings of official external committees and advisory groups;
- C. Receptions, honors, and staff functions;
- D. Faculty and staff functions;
- E. Student functions;
- F. Official Board of Trustees functions; or
- G. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

Examples of appropriate expenditures include, but are not limited to, those for 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.

To ensure accurate accounting of state-appropriated funds, each campus, division, or unit is responsible for developing procedures for the payment or reimbursement of expenditures of state-appropriated funds for official functions. Where practical, official functions shall be budgeted on a unit-wide basis.

Expenditures of state-appropriated funds for official functions should never include:

- A. Expenses for individuals related to membership in clubs, social, or community organizations;

- B. Dues for individuals to professional organizations (except for those authorized by the President under University of Arkansas System policies);
- C. Holiday cards or other similar printed greetings to individual constituents;
- D. Alcoholic beverages; or
- E. Expenses associated with any event which primarily celebrates the anniversary, wedding, or other significant moment in the life of an individual employee.

September 9, 2022 (Revised)
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