

**Associated Students, Inc.**

**Hospitality Policy**

I. NAME

This document shall be called the ASI Hospitality Policy.

II. PURPOSE

This policy is in effect in order to set guidelines regarding hospitality at or for ASI functions.

III. DATE OF EFFECTIVENESS

This policy is effective 5/15/09 as approved by the ASI Board (AR 304)

IV. AMENDMENTS

This policy may be amended by a majority vote of the Internal Affairs Committee and the ASI Board of Directors.

V. GUIDELINES

End of the Year Dinner:

ASI student leaders plus one guest per student are encouraged to attend at no cost to them at a maximum amount of \$25.00 per guest .

ASI Dinners are paid from General Unallocated funds.

All hospitality, outside of food purchases for the general student population, shall have a hospitality attendance sheet submitted with the names of those in attendance no later than two days following event.

All hospitality that includes the purchase of food for anyone other than students (staff, administrators, guests) shall submit and have approved a Business Meal Approval form two weeks prior to the event.

Approved ASI Board: 5/15/09 (AR 304)