

HOSTING GUIDELINES

February 2012

The University or an employee, in the normal conduct of a program/activity, may serve as host for official guests of the institution by paying for their meals, refreshments, transportation or other expenses. Below are the links to the PSU/OUS policies.

Official guests may include:

- Recruitment candidates
- Visiting scientists, dignitaries
- Guest speakers

The approved rates are:

- Hosting occurring in state and out of state will be reimbursed at current conference exception/high city travel per diem rates: \$16.25/breakfast, \$16.25/lunch, \$32.50/dinner. Rates are per person and include gratuity of up to 15%.
- Hosting occurring in countries outside of the United States will follow the meal per diem rates set by the federal government http://aoprals.state.gov/web920/per_diem.asp and would follow current split of travel per diem rates at 25% breakfast, 25% lunch and 50% dinner.

The following documentation is required for reimbursement:

- Completed reimbursement request form (use Account Code 28612)
- Where - Location of event
- What - What is being paid
- When – Date of event
- Why - Official business purpose/benefit to PSU
- Who - Names of individuals attending. When hosting a large group (i.e. reception or event) please attach the announcement and agenda for the gathering (names not required)
- Original signatures (no rubber stamps)
- Original itemized receipts (Alcoholic beverages are not reimbursable)

All expense reimbursement reports are due to Specialized Accounting within 60 days of event.

When in doubt PLEASE CALL Specialized Accounting Services at 503-725-8950.

For more information on PSU Hosting Guidelines, see **section 6.080 – Hosting Groups and Official Guests (non-employees)** and **section 10.160 – Hosting Groups and Official Guests (Account Code 28612)** at http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_baoguide.pdf

For detailed information on OUS Hosting Guidelines, see **FASOM 13.01G[2]** at <http://www.ous.edu/cont-div/fpm/genl.56.100.php>