



## ***HOSTING GUIDELINES***

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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:

- Breakfast - \$10
  - Lunch - \$15
  - Dinner - \$30
- Rates are per person and include gratuity of up to 15%.  
Alcoholic beverages are not reimbursable.  
**Original itemized receipts are required.**

### The following documentation is required for reimbursement:

- Completed Reimbursement Request form (use Account Code 28612)
- Where – location of event
- What – What is being paid
- 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 of the gathering – names are not required
- Original signatures – NO RUBBER STAMPS!
- **Original Itemized Receipts**

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

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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](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>