

Citadel and Citadel Trust Entertainment Guidelines

Introduction

The Citadel has an [official policy](#) governing expenses for meals and entertainment. This policy is derived from Section 59-101-187 of the SC Code of Laws.

All college entertainment must have a legitimate business purpose. The college has a responsibility to use entertainment funds for business purposes that can stand up to the scrutiny of the press. College entertainment should always have business as a primary purpose and socializing as a secondary purpose. There is a fine line between social events and business events and it should not be crossed. Socializing must to be paid for with personal funds.

Citadel Funded Events

If Citadel funds are used to pay for food and entertainment the focus of the expenditure must be on non-state employees, i.e., students, distinguished visitors to the college or potential donors. State appropriated accounts (accounts beginning with a "1") may be used to fund food and entertainment events only if the majority of participants at the event are students. The business purpose for all other food and entertainment expenditures must be documented. Funds may not be spent for the "personal benefit" of state employees.

The Citadel understands that there are situations in which only Citadel employees will be involved in entertainment. However, these events are generally college wide activities such as approved faculty and staff orientation and recognition functions, or other college wide functions by direction of the President, Provost or Executive Vice President.

Appropriate expenses require documentation as to the business purpose, but include:

- Entertaining official guests of the college
- Meeting with potential donors
- Attending a scheduled public event as a representative of the Citadel
- Hosting meetings on campus attended by non-Citadel personnel
- Recruiting faculty

Citadel Trust Funded Events

Citadel Trust funds may be used to pay for all food and entertainment expenditures as long as a legitimate business purpose is documented. However, expenses that primarily benefit state employees or are of a personal nature are inappropriate from any fund source. The items listed below will not be paid for with any source of funds:

- Buying office refrigerators, microwaves, toasters, coffee pots, coffee supplies, water and sodas

- School/departmental retirement parties (which are distinct from the Provost's Faculty Recognitions) and holiday parties
- Violations of college procedures, such as local travel procedures
- Same day meals at a professional organization to which you belong
- Lunches with colleagues or coworkers
- Paying non-employee travel in excess of state guidelines
- Items of a personal nature for traveling non-state employees – in room movies, massages, and long distance telephone calls.
- Dues and memberships for non employees

Policy

- Food and Entertainment can be charged to appropriated accounts (accounts beginning with a "1") only if the majority of participants are students. Tips and alcohol cannot be charged to an appropriated account.
- An "[Entertainment Document](#)" must be completed for all non-student food and entertainment expenditures. The completed form must be attached to any entertainment expenditure. This document requires the following information:
 - Description of expenditure
 - Cost
 - An complete listing of the participants
 - Date of event
 - Explanation of the business purpose of event. This explanation should describe the business purpose in sufficient detail that an outside individual would understand that this was a business event and not a social event.
- Citadel funds may be used for non-student food and entertainment expenditures in two different types of events:
 - The focus of the event is of college-wide significance and has been approved by The President, Provost or Executive Vice President; or
 - The majority of event participants are not college employees
- Citadel Trust funds may be used for all food or entertainment functions as long as a legitimate business purpose is documented.
- The President and any vice-presidents who live on campus may maintain a Citadel Trust funded "liquor cabinet" at their residence.
 - This liquor is for official college entertaining.
 - The liquor cabinet must be segregated from personal liquor.
 - An "entertainment document" must be completed each time this liquor cabinet is used.
 - When the liquor is restocked the completed entertainment documents should be forwarded to Financial Services with the purchase order number noted.
- All catered functions held at The Citadel must use ARAMARK.
 - A Citadel Catering Event Contract must be completed by the originator of the function and forwarded to the Director of Dining Services.

- The number of students and Citadel faculty/staff must be provided on the Food Service Request Form.
- An appropriate funding account must be identified.
- The business purpose of the event (in sufficient detail to differentiate the event as a business event) and all the attendees' names must be noted on the form.

Examples to help distinguish social events from business events:

- The Commandant of Cadets wishes to host the Provost and Deans for dinner at his house to discuss improving communications between academic personnel and military personnel.
Guidance: This type of event is permissible if it occurs infrequently and is funded with Citadel Trust funds. More frequent events of this nature would be characterized as social gatherings and should be paid for with personal funds.
- The Provost wants to host the Deans at an event at his house to discuss better communications across disciplines.
Guidance: This type of event is permissible if it occurs infrequently and is funded with Citadel Trust funds. More frequent events of this nature would be characterized as social gatherings and should be paid for with personal funds.
- The Provost invites a distinguished guest and faculty to his house for cocktails after each parade.
Guidance: (1) If distinguished guests of the college are invited to the reception it is appropriate for faculty attending the parade to be invited to meet and mingle with the distinguished guests. Then the event has a business purpose and is appropriate. (2) Having a standard cocktail party for just faculty after each parade is a social activity and should be paid for with personal funds.
- Example: The Commandant invites ROTC staff to his home after every parade.
Guidance: This is a social event and should be paid for with personal funds.
- Example: Inviting the faculty to meet with an advisory board.
Guidance: This type of event has a business purpose if it is done infrequently. It crosses the line and becomes a social event when it occurs more frequently.
- Example: Having a meeting to recognize new faculty in the School (of Business, of Education, etc.)
Guidance: This type of meeting has a business purpose when it is done at the beginning of the academic year. It must be paid for with Citadel Trust funds.
- Example: Inviting the faculty in the dean's school to gather for a meeting to improve communication within the college on December 12.

Guidance: This would be considered a holiday party because of the date and inappropriate because participants are from the same department. This event is a social event that should be paid for with personal funds.

- Example: A school wants to host an adjunct orientation session where snacks are served.
Guidance: This situation is appropriate as long as the business purpose is documented and it is paid for with Citadel Trust funds.