



## Administrative Policies and Procedures

### Office of the Executive Vice President for Administration

Policy Title	Official Functions and Training Functions
Approved	February 17, 2000
Last Revised	January 23, 2006

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The following are guidelines for expenses related to state funds spent on official and/or training functions:

**Official Function** – A meeting, conference, meal, or other function which is hosted by the chief executive officer, or representative, of a State Agency, attended by guests and/or State employees, and held for official State business purposes.

**Training Function** – A meeting, conference, or other function which is hosted by a State Agency, attended by customers of the State and/or State employees, and held to enhance staff knowledge or to educate customers of the State or State employees, that are affected by the State Agency=s operations or regulations. Training functions should have an agenda, study materials, and be led by an identified presenter.

Auraria divisions have been given the authority to spend up to \$500.00 per function with division director approval. Functions with estimated expenditures of more than \$500.00 must be approved by the Executive Vice President for Administration in advance. Costs to be included are drinks, snacks, cakes, decorations, or meals. The following are types of functions that qualify:

- Auraria Board of Directors meetings;
- Position search committee meetings;
- On-campus visits and interviews for official job candidates (EVPA or Division Director must be in attendance);
- Prospective Auraria clients and vendors (EVPA or Division Director must be in attendance);
- Direct program expenses associated with advertising and promoting campus events (must include community or campus officials in addition to Auraria Personnel);
- Training held to enhance staff knowledge or educate customers (there must be an agenda and be led by an identified presenter);
- Retirements from State service only.

All functions need an Official Functions form completed with the invoices attached. Training functions need to be paid by an Expense Voucher or Procurement Card with a list of attendees, a copy of the written agenda, purpose, and the name of the presenter.

Any exception to this policy must be approved by the Executive Vice President for Administration.

Attachments: Official Function Fiscal Rules  
Official Function Form