SUBJECT

Official Hospitality Payment Guidelines

PURPOSE

To set forth limitations for expenditures for official hospitality made by agencies within the executive branch of state government.

AUTHORITATIVE REFERENCE

K.S.A. 75-3701
K.S.A. 75-3731a

GENERAL INFORMATION

The Department of Administration may prescribe limitations relating to expenditures for official hospitality by agencies within the executive branch of state government pursuant to K.S.A. 75-3731a.

Nothing herein shall be construed to limit the expenditures from appropriations to any agencies in the Legislative or Judicial Branches of government or any elected state official.

Official hospitality expenditures assist an agency in fulfilling an objective or goal which bears a valid relationship to the powers and functions of the state agency.

Official hospitality expenditures must be paid from funds as appropriated and designated for official hospitality by the legislature. Such expenditures may include food, lodging, transportation, official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or provided for an official function.

It is recommended, but not required that supporting documentation note the following:

1. the name or a description of the group and the number of official guests;
2. the nature and the objective or goal of the official function; and
3. details of the expenditures and charges.

Agencies expending funds for official hospitality purposes should also be aware of the rules issued by the Kansas Governmental Ethics Commission regarding acceptance of meals and gifts by state employees and information contained in Policy Manual 3,104, Gifts and Awards for State Employees.
PROCEDURES

None

CONTACT SOURCES

Questions regarding expenditures for official hospitality should be directed to:

Department of Administration
Office of the Chief Financial Officer
Audit Services Team