



California University of Pennsylvania

ADMINISTRATION AND FINANCE POLICY: STAFF RETREATS, WORKSHOPS AND TRAINING

A. Purpose & Scope:

The purpose of this policy is to establish an approval process to authorize the purchase of lunch and/or refreshments for staff retreats, workshops and training.

In compliance with Board of Governors Policy 2010-01-A, *Expenditures of Public Funds*, California University of Pennsylvania can organize staff retreats, workshops and training, and use public funds to purchase lunch and/or light refreshments (see below policy for details).

B. Definition(s): Not Applicable.

C. Policy:

California University of PA requires supervisory approval as well as secondary approval of the respective vice president, or dean to authorize the use of public funds to purchase lunch and/or refreshments for retreats, workshops and training when the retreat, workshop or training spans at least five (5) hours, and when it would be disruptive to the success of the event if the employees disbursed for lunch or break.

D. Procedure(s):

The form, PROCEDURE FOR USE OF PUBLIC FUNDS - STAFF RETREATS, WORKSHOPS AND TRAINING, is to be completed by the sponsor of the event and submitted for the signatures of your direct Supervisor and your Dean or Vice President.

E. Effective date:

Adopted: 9/26/2012

by: Cabinet

Amended Date:



California University of Pennsylvania

PROCEDURE FOR USE OF PUBLIC FUNDS STAFF RETREATS, WORKSHOPS AND TRAINING

Reference Policy for Staff Retreats, Workshops and Training, J.4 in BOG Policy 2010-01-A: *Expenditures of Public Funds*

Requestor/Department: _____

Name of the event: _____

Purpose of the event: _____

Number to attend: _____

Cost Center: _____

Location of the event: _____

Time range of the event: _____

Requesting which of the following:

_____ **Refreshments**

_____ **Luncheon**

Estimated Cost: _____

Approvals:

Supervisor

Date:

Dean /Vice President

Date: