

Guideline for the Reimbursement of Hospitality and Operating Expenses, Representation Expenses at the University of Bayreuth

1. General provisions

All budget funds are subject to the budgetary regulations of the Bavarian Budget Code (BayHO), regardless of their origin (i.e. this includes third-party or residual funds, as these are also managed within the framework of the state budget). Accordingly, the principles of economy and thrift apply as the highest standard in the use of funds. In addition, there must always be an official connection in the interest of the university, i.e. the fulfilment of an official task according to Art. 2 BayHIG in the area of research and teaching, for the lawful expenditure.

On special occasions, it may be expedient and necessary for the fulfilment of the tasks to incur expenses for hospitality and other representational purposes.

Such expenditure by public institutions is particularly subject to critical scrutiny by the public and financial control authorities. The practice of cultivating contacts and providing hospitality, which is common in companies in the private sector, cannot be used as a standard of comparison for public institutions which are predominantly financed by tax money. A framework for the fulfilment of the official task that is customary and appropriate for public institutions must therefore be adhered to.

In the case of expenses according to section 2.1 (attentions/operating costs) and 2.3 (hospitality costs), care must be taken to ensure an appropriate ratio of external and internal participants, i.e. as a rule the number of external guests should predominate. A single guest may be catered for by a single member. The term member is defined in Art. 19 BayHIG. Accordingly, a guest and external visitor is anyone who is not a member of the University of Bayreuth.

2. Definitions and general rules for financial expenses

2.1 Operating costs during meetings with guests

The usual gestures of courtesy in the form of coffee, tea, mineral water or small pastries offered to **guests** of the university on the occasion of meetings at the University of Bayreuth are not considered as hospitality costs, but rather as ongoing operating costs. A demand-oriented inventory is possible. The costs must be reasonable and may not exceed 15 euros per guest. Alcoholic beverages are excluded.

It is not permissible to finance one's own personal needs for coffee, beverages, etc.

2.2 Equipment for the care of guests

Prerequisites are the regular reception of guests and a lack of equipment in spatial proximity. Appropriate equipment includes standard crockery, cutlery, a thermos flask and appliances such as a refrigerator and a standard coffee machine (filter, pad or capsule machine). The latter is permitted up to a cost limit of 100 euros and only for use by guests. In principle, purchased equipment should be made available to several organisational areas.

2.3 Hospitality costs

Hospitality costs are expenses for food and beverages incurred by the University of Bayreuth on special occasions in connection with the fulfilment of its duties to feed guests (please note the regulations on the limited reimbursement of alcoholic beverages). This may be external catering (e.g. restaurant visits) or catering at receptions or events organised by the university on its premises (e.g.

standing receptions). Corresponding expenses must be adequately related to the occasion in question.

Hospitality is only reimbursable if its effect is clearly directed externally. Accordingly, as a rule, the number of guests should be higher than the number of university members. Hospitality costs for the guest(s) can be covered regardless of how many members of the university are in attendance.

Examples of special occasions (with guests/external participants):

- Occasions of the academic community life of the university or the faculties (e.g. Dies academicus, award ceremonies, academic honours, presentation of certificates, dedication of a building, etc.), not of the individual professorships/research groups.
- Press and public relations
- Promotion of international cooperation
- Maintaining contacts with the business community and promoting knowledge and technology transfer
- Acquisition of third-party funds and collaboration opportunities
- Maintaining contacts with other universities, schools and other educational and research institutions or with alumni
- Occasions of special official interest, such as in the context of accreditation and audit procedures

Insofar as a special reason is to be claimed, it is recommended that a summary of the planned costs be prepared, stating the relevant account, and that this be checked in advance by the Office of Finances. In case of doubt, the decision will be made by the University Governing Board.

2.4 Hospitality expenses for business trips

Hospitality expenses for an official traveller cannot be reimbursed for days on which an entitlement to a daily allowance exists. These can only be paid for the guest(s). How the hospitality expenses were incurred in connection with a business trip and are related to an official occasion must be justified via the eForm "Payment of "external" invoices / Hospitality expenses / Reimbursement of expenses", stating the transaction ID of the business trip authorisation. The entitlement to a per diem allowance for the official traveller takes precedence over any reimbursement of hospitality expenses.

2.5 Representation costs

Representation expenses are only possible in connection with events and visits of special significance. This includes small guest gifts and promotional items (e.g. bouquet of flowers, university shop items) as a small gesture to special guests. Also included are decorations appropriate to the occasion as well as expenses for musical or otherwise comparably appropriate accompaniment at official events of the university. The furnishing of official rooms with permanent decorative items such as containers, pictures, green plants, etc. is part of the individual design and cannot be paid for.

2.6 Non-eligible expenses

In order for the above-mentioned expenses to be reimbursed, there absolutely must be a connection of the respective occasion with the tasks of the university and the official interest. In this respect, the following in particular are not reimbursable

- Hospitality and/or operating costs at purely internal meetings of any kind (circle of participants consisting exclusively of members of the UBT)
- Hospitality in the context of appointment meetings
- Hospitality at honoured guest lectures

- Expenses for privately arranged events and events of a social nature for members of the University of Bayreuth (e.g. service anniversaries, company outings, arrivals or departures, promotion, Christmas or birthday parties, inaugural lectures, internal year-end meetings).
- Tips, even if invoiced
- Deposits, even if invoiced
- Gifts to staff members and/or their relatives
- Expenditure for accompanying persons and dependants of staff members
- Alcoholic beverages, provided they exceed a level appropriate to the occasion. Spirits and cocktails are not reimbursable.

3. Financing the aforementioned areas of expenditure

The following resources (in descending order) may be used to finance the expenses under items 2.1 to 2.5:

- Participants' contributions collected on an account before the event.
- Third-party funds of a private or public nature, if
 - the funds were provided by the third-party funder without earmarking, i.e. without specifications on their use, and
 - the respective conditions of approval or contract expressly permit this.
- Grants (donations) under the aforementioned provisions applicable to third-party funds, insofar as no donation receipt was issued.
- Revenue from fees for continuing education programmes can be used to finance expenses for operating costs/hosting of participants in such programmes. The prerequisite for this is that it is taken into account in the calculation of the participant fee and shown separately in the fee invoice.
- State funds (to a limited extent), insofar as neither contributions from participants, third-party funds nor donations are available.
- Representation funds available to the management of the higher education institution in the budget under Title 52901 of the relevant chapter for extraordinary expenditure on official grounds in special cases (e.g. Dies academicus).

For scientific events (e.g. congresses, conferences, symposia), contributions from the participants to cover the costs are to be levied as a matter of principle, which may also include corresponding catering costs and/or use sponsoring funds. The Office of Finances must be involved in advance of the event.

Here, too, hospitality costs are only reimbursable if the effect of the event is clearly directed externally (i.e. most participants are external parties).

4. Maximum limits for assuming costs

The following maximum amounts can be reimbursed per participant and event, including all ancillary costs and taxes:

- Operating costs: coffee, tea, mineral water, small pastries: 15 euros per guest
- Hospitality costs: meal or buffet including drinks: 60 euros per meal and maximum 80 euros per day
- Host gifts per person: 35 euros

For tax reasons, the above-mentioned amounts per university member and occasion may not be exceeded, as otherwise the hospitality costs are to be recorded as additional remuneration and taxed (Wage Tax Guidelines, R 8.1 para. 8 no. 2). The separate leaflet "Steuerliche Hinweise zu Bewirtungs-

und Repräsentationsausgaben" (Tax information on hospitality and representation expenses) must be observed.

5. Settlement modalities

For the assumption of expenses by the University of Bayreuth, the occasion, purpose and official interest are to be stated per eForm "Payment of "external" invoices / entertainment costs / reimbursement of costs" (Intranet, please enter all information in the form, not in the accompanying letter). The group of event participants is to be presented by means of a list created on the PC, which clearly classifies the participating persons according to guests and members of the University of Bayreuth, and attached to the eForm Payment of "external" invoices / hospitality costs / reimbursement of costs.

The original invoice receipt must be available. Invoices for hospitality must also

- be machine-generated and provided with a registration number,
- include the address and tax number of the host company, caterer, supplier, etc.,
- contain the exact and individual designation of the food and beverages consumed,
- show the date and place of consumption, delivery and event,
- be issued in the name of the University of Bayreuth (exception: receipt) and
- show the turnover tax.

The receipts must be confirmed as factually and arithmetically correct. Reimbursement receipts must be submitted no later than three months after the event.

6. Additional information

The above statements reflect general principles and are to be regarded as a basic guideline. Decisions in individual cases not expressly listed here are to be made on the basis of these principles. In case of doubt, clarification with the Office of Finances in the Central University Administration is recommended before making the corresponding expenditure.

For any questions on documentation, the Office of Finances is available for advice. Responsibility is determined by the type of financing:

- Budget appropriation: Unit II/1.1.3 at haushaltsvollzug@uni-bayreuth.de
- Third-party funds (excluding residual funds): Unit II/1.1.4 at drittmittel@uni-bayreuth.de
- Commercial projects and residual funds: wirtschaftlich.handeln@uni-bayreuth.de

This guideline is based on the framework guideline for the reimbursement of hospitality and representation expenses of Bavaria's State Ministry for Science and the Arts as well as supplementary letters on the subject and other legal requirements. This guideline will be updated as necessary. The current version is available via the intranet; please note the most recent version.