

**PROPOSED AMENDMENT
TITLE 4, CHAPTER 10, SECTION 17**

Additions in *boldface italics*; deletions ~~stricken~~

Section 17. Host Expenditures

1. Purpose.

Host expenditures may be incurred for reasonable expenses for meals, beverages, *flowers*, and small gifts (*such as ~~flowers and~~ mementos*) by or on behalf of employees or guests of the NSHE or one of its institutions in the conduct of necessary business activities. Hosting must provide a benefit to the System or institution through the establishment of good will, promotion of programs, or creation of opportunities for meetings in which the mission of the System or NSHE institution may be advanced. (B/R 3/04)

All expenditures that are essential and part of a program, such as faculty and student recruitment activities, marketing, employee professional development, participant-funded events, and food supplied for culinary programs are normal operating expenses and not a host expense.

2. Restrictions.

- a. Host expenditures may *not* be charged ~~only~~ to ~~non-state~~ *state* accounts.
- b. Host expenditures may not be used to pay or reimburse expenses otherwise not allowed by state or institutional regulations.
- c. Gratuities shall not exceed 20 percent of the cost of a meal.
- d. Any NSHE-registered lobbyist shall provide a copy of required State of Nevada expense reports to the Chancellor and to the Board Chair at the time they are submitted to the state.
- e. Further restrictions and policies related to the management of host accounts may be provided through procedures established by the Chancellor. Each person authorized to use a host account shall be provided with a copy of the Chancellor's procedures and this section of the Board Handbook.
(B/R 3/04)

3. Authority.

The Board of Regents delegates to the Chancellor (*for the System Administration*) and to the Presidents (*for each institution*) the authority to establish host accounts for the following:

a. Grant, contract or gift accounts where the donor or sponsor specifically provides for host expenditures. (B/R 3/04)

~~b. Agency fund accounts.~~

*b*e. Student government funds.

~~c~~d. Unrestricted institutional funds.

~~e. Accounts for deposit of payments in advance for meals and beverages by participants in seminars, conferences or other formal activities.~~

Reimbursement for host expenditures of the Chancellor must be approved by the Chair of the Board of Regents. Reimbursement for host expenditures of an institution President must be approved by the Chancellor. ***Exceptions to this policy are subject to approval by the Chancellor.***

(B/R 3/04)

4. The NSHE Internal Audit Department will test and sample host accounts annually.
(B/R 3/04)

5. Institutions may define further conditions for the use of host accounts.