**COLORADO COMMUNITY COLLEGE SYSTEM**

OFFICIAL FUNCTION AND TRAINING FUNCTION POLICY

(Approval Request Form - ARF)

October 2015

Official Functions and Training Functions shall be held to achieve program objectives and **must** be limited to reasonable and actual costs. The attendance of State employees at these functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Official Functions shall be hosted by the Cost Center Manager of a State Agency or by a representative of the State Agency that has been delegated authority by the Cost Center Manager to host such functions. [State Fiscal Rule 2-7](https://www.colorado.gov/pacific/sites/default/files/Chapter%202%20Disbursement.pdf)

**DEFINITION:** Official functions must meet the criteria defined in the State Fiscal Rules, including but not limited to, [State Fiscal Rule 2-1,](https://www.colorado.gov/pacific/sites/default/files/Chapter%202%20Disbursement.pdf) which indicates expenditures are for official state business and are reasonable and necessary.

**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.

State Fiscal Rule 2-7

**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 a written agenda, study materials, and be led by an identified presenter.

State Fiscal Rule 2-7

**Procedure:**

**Approval and Review of Official Functions**

1. An Official Function approval, (now combined with the [Approval Request Form [ARF])](http://resources.cccs.edu/wp-content/uploads/sites/6/2012/08/Approval-Request-Form.docx) should be submitted to the Vice President for Finance and Administration **two weeks** prior to the function date. The Approval Request Form should be submitted whenever food will be served at a meeting, workshop, training session organized by the System Office, on or off campus. Conferences and training functions should include a written agenda, study materials and identify the presenter(s). Approvals from the initiator, and the division vice president should be documented on the form prior to submission to the Vice President for Finance and Administration.
2. All costs are to be included on the ARF. Such expenses include, but are not limited to: conference fees/webinar/webcast fees/online Learning Trainings, food purchases, lodging rooms, conference rooms, audio/video/other equipment rental, speakers, trainers and honorariums. Travel, whether employee or non-employee, should be included on the ARF if reimbursed through CCCS. Should costs exceed budgeted or estimated amount, a revised form will need to be created and appropriate approvals obtained.
3. You should turn in an ARF when food will be served. Food service per person costs must be no more than the state’s allowed per diem for the meal being served. Meal Per Diem Rates are listed on the State Controller’s website at

[Allowable Meal Per Diem Rates for the US CONUS Travel - Appendix A1](https://www.colorado.gov/pacific/sites/default/files/Appendix_A1_10-1-2015.pdf) and

[Maximum Allowable Per Diem October 1, 2009 - Appendix A2](https://www.colorado.gov/pacific/sites/default/files/Appendix_A2_10-1-2015.pdf)

Per Diem rates have been revised effective October 1, 20015.

1. The Approval Request Form may be submitted quarterly/bi-annually or annually for recurring meetings being scheduled. Large meetings/conferences/event requests can be turned in advance to make sure they have prior approval and the funds have been budgeted for that event in the appropriate division’s cost center.
2. Please note: if Approval Request Form costs are **$100 and under, for Official Function, Fees or Travel,** Budget & VP-Finance do not need to approve form – Approval Request Form only needs signature of Division VP/ Supervisor with Delegated Authority.
3. All Out-of-State and Out-of-Country travel **requires** prior approval from Vice President for Finance & Admin. (On behalf of the System President) and budget approval.
4. All expenditures related to meetings, workshops, training sessions and System coordination, on and off campus, must receive prior signature approval from the System Vice President for Finance and Administration and budget approval (prior to making arrangements, i.e. airline reservations, registration/conference fees, etc.)

**Submitting for Reimbursement:**

When submitting the Travel Expense Reimbursement form, a copy of the approved Approval Request Form must be attached along with statement/receipts.

Other reimbursement submissions, such as Official Functions, will require a statement/receipt and a list of attendees.

If submitting for a training function it requires a statement/receipt, an agenda and a list of attendees.

The names of state employees who attended the function must be listed separately on the reimbursement form.

P-Card Transactions - a copy of the approved Approval Request Form must be attached to the transactions on your p-card such as official functions or registration fees along with statements/receipts.

*Official Function Policy-ARF*