

# OFFICE OF ACCOUNTS AND REPORTS POLICY MANUAL

Revision Date 10/01/2019  
Date Issued 04/1977

Filing Number 3,351  
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## 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, meals provided to state employees under certain circumstances, or directly related miscellaneous expenses provided to official guests or provided for an official function as approved by the agency head.

Generally food or meals provided to state employees as official hospitality are not allowed, except for:

1. meals provided at public events in which the state employee is attending in an official capacity;
2. food such as soft drinks, coffee or snack foods not offered as part of a meal;
3. meals the value of which is \$40 or less;

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4. meals provided at an event or meeting which serves a legitimate state purpose or interest for which the agency head of the state employee has authorized attendance at such event or meeting.

Supporting payment documentation must include:

1. the date of the event or meeting
2. the name or a description of the group and the number of attendees, including any state employees;
3. the nature and the objective or goal of the official function;
4. details of the expenditures and charges; and
5. if meals are provided, a list of the state employees attending the official function.

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 (PM) 3,104, Gifts and Awards for State Employees.

## PROCEDURES

None

## USEFUL LINKS

[PM 3,104 – Gifts and Awards for State Employees](#)

## CONTACT SOURCES

Questions regarding expenditures for official hospitality should be directed to:

Department of Administration  
Office of Accounts and Reports  
[Audit Services Team](#) (Email: [ARPreaudit@ks.gov](mailto:ARPreaudit@ks.gov))