



Policy FA035: Staff Retreats, Workshops, and Trainings

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Fawn L. Petrosky".

Fawn L. Petrosky, Vice President for Finance

Approved by:

A handwritten signature in black ink, appearing to read "Dr. Dale-Elizabeth Pehrsson".

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

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*, Pennsylvania Western University 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

Pennsylvania Western University 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. Related policies

Board of Governors Policy 2010-01-A, *Expenditures of Public Funds*

F. Contact Information

Office of Finance

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.