

Hospitality Policy of the Constituted Student Body (VS)

The Department Conference (RefKonf) first decided about the hospitality policy on 24.5.16.

Amendments by the RefKonf: 16.08.16, 11.09.18.

Amendment resolutions by the Student Council (StuRa): 13.6.17, 18.07.17, 15.01.19.

Basic regulations

- Specific regulations of a third-party funder are to be applied with priority. If none are specified, the same regulations apply to third-party funds as to VS funds.
- Expenses must be proportional to the occasion.
- Hospitality should be within the framework of what is customary for the occasion and to the status of the participants.
- Hospitality may only be provided for public events. Publicity must be proven.
- In the case of internal (non-public) meetings, hospitality (i.a. food & drinks) may only be offered in exceptional cases, e.g. the time and duration of the meeting require provisioning.
- Expenses must be documented. The documents shall include information on the occasion giving rise to the expenditure and evidence of the publicity of the event.
- Hospitality expenses for internal events may not exceed 10% or up to 700€ of the VS allocations of a student association (FS) or autonomous department (Referat). Hospitality expenses for external events may not exceed 33% of the allocations of an FS or autonomous department¹.
- Expenses for events of a rather social nature which do not serve VS purposes according to §65 LHG are not permitted.
- Drinks such as alcohol are accounted for within limits of responsible consumption.
- For alcohol, a limit of 30 g of pure alcohol per day and person² applies.
- Regarding food provisioning, the ecological and sustainability criteria decided on by the StuRa shall be taken into account.

¹ *Internal* catering will be accounted for via Budget Item 540 - *external* catering at the respective event under 7XX - e.g. 721 for first-year introductory events or 730 for graduation ceremonies.

² There is a form for calculating whether the requirements for the permissible amount of pure alcohol have been complied with: <https://www.stura.uni-heidelberg.de/wp-content/uploads/2018/09/Alkoholkonsumlimits.xlsx>.

Sustainability guideline:

The ecological sustainability criteria adopted by the StuRa on 05.06.2018 can be found here:

https://www.stura.uni-heidelberg.de/wpcontent/uploads/Satzungen/Richtlinien/Nachhaltigkeitsrichtlinie_VS_Uni_HD.pdf

What may be financed with the funds of the VS?

- Events within the scope of tasks listed under the State University Act (LHG).

Exemplary VS events:

- Hospitality for internal and committee meetings, as long as the time and duration are such that provisions are required.
- Reception and hospitality of guests; cultivation of partnerships
- Advertisement purposes (e.g. info events)
- Tips (restaurant visits)
- Activities within the scope of freshman orientation events (breakfast, pub crawl, etc.)
- Activities to support students (e.g. Long Night of Term Papers)
- Cultural events (e.g. lectures, study groups)
- Weekend seminars
- Meetings of organisations in which the VS or VS participants are members of.

Detailed regulations regarding the amount of reimbursements

The Finance Department bases the reimbursement of entertainment expenses on the following

Hospitality Limitations:

- Tips (restaurant visits) are allowed for up to a maximum of 10% of the total invoice and must be noted down (in writing) on the receipt.
- 4,80 € for breakfast
- 12 € for lunch
- 7,20 € (after one meal for 12 €) for dinner;
- max. 24 € per day (incl. drinks).