

Tel Aviv University	<u>Page No.</u>	1	<u>Date of publication</u>	<u>Directive</u>
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University directives	of	3	December 2014 update	08-001
Name of directive:		<u>Hosting & food & drinks at the University</u>		

1. Objective:

The objective of this directive is to prescribe arrangements and regulations for hosting at the University and to specify the persons who are permitted to host and/or to order food and drinks.

2. Definitions:

In this directive:

"Authorized entity" Chairman of the Executive Committee, the President, the Rector, the Director-General, vice-presidents, vice-rector, deans, Head of schools, department directors, legal advisor, academic secretary and the University's controller.

"Guest" A person who was invited by an authorized entity as a guest of the University and who is not part of its administrative or academic staff or of its students.

"Food and drinks" Light refreshment for invitees, which includes hot or cold drinks, cookies etc.

"Restaurants at the University" All the dining establishment at the University, the Green House Restaurant (Marcel Gordon Staff Club), the restaurant at Antin Square and the restaurant at Beit Hatefutsot.

3. Light refreshment hosting at the University:

An authorized entity, as well as the head of a budgeted unit and anyone who has been authorized by him for this purpose, is entitled to host for food and drinks within the confines of the University.

3.1 Ordering food and drinks out of the University's budget is permissible in the following cases:

3.1.1 The toast which is held for Rosh Hashana and Passover.

3.1.2 Meetings at which guests from outside the University participate.

3.1.3 Functions, scientific conferences and graduation ceremonies.

3.1.4 Bidding farewell to employees who are leaving the unit after many years or who are retiring on pension.

3.2 For festive and/or not standard events, the head of a budgeted unit may order more extensive food and drinks.

3.3 Purchases from supermarkets is permissible for buying the following products only:

Coffee, tea, sugar, artificial sweetener, milk, light drinks, light refreshments and disposable dishes

4. Hosting at restaurants:

An authorized entity shall host his guest, during the course of the day, as possible, at one of the restaurants at the University.

An authorized entity is entitled to include in the meeting with a guest also someone who is not a guest, only in exceptional cases where there is a necessity and a justification for doing so.

4.1 An authorized entity is entitled to host outside the University or to approve hosting outside the University only in exceptional cases, such as: hosting of guests from abroad.

4.2 Senior officials, researchers, project managers, who have not been defined as an authorized entity and who wish to host a guest at the expense of the University budget, will apply to an appropriate authorized entity to receive an approval.

5. Food and drinks and hosting expenses:

The expenses for light refreshments which are served to guests or to University employees within the confines of the University, and the maximum amounts for meals at restaurants, will be determined by the Director-General of the University, in an informative circular that will be distributed from time to time to the authorized entities, the academic staff and the heads of units.

6. Hosting at a restaurant/food and drinks from research and projects budgets:

6.1 Principle investigators are entitled to host at the University or outside of it, at the expense of the research budget, subject to what is stated in the above paragraphs and subject to the conditions and restrictions of the financing fund.

6.2 Research project managers are entitled to host at the University or outside of it, at the expense of the project's budget, subject to what is stated in the above paragraphs and with the approval of an authorized entity.

7. Approval of an invoice and budget debiting:

Every invoice from a restaurant will include details regarding the identity of the host (name, unit, position and signature) and the identity of the guest (name, occupation, and country of origin). The host shall confirm the invoice and indicate the budget of his unit or the research budget for debiting.

7.1 Every invoice for food and drinks will include the details of the person who ordered it (name, unit, position, signature and the event for which the food and drinks were ordered).

Approval of the invoice shall be by the head of the unit or the authorized entity.

7.2. The meal cost of Israeli participants debited to the budget will be added with surplus expenses of 90% when some of the participants are Israeli and some are guests from abroad. For each guest from abroad, one Israeli host will be exempt from surplus expenses.

7.3 Hosting at the expense of research budgets and research surpluses is subject to retroactive approval of the Research Authority.

7.4 The Finance Division or the Research Authority shall approve payment only of invoices or parts of invoices which comply with the above rules. Invoices which do not meet these rules will not be paid and will be sent back to the party who ordered it, and such party will be liable for settlement of the invoices.

7.5 A deviation from Paragraph 5 needs to be approved by the Director-General of the University.

7.6 In cases in which it is not possible to place an order by way of regular process, the host will pay the invoice directly to the restaurant and will receive reimbursement for personal expenses from the Finance Division, at the expense of the unit/research budget.

8. A deviation from this directive is subject to the approval of the Director-General.

9. Responsibility for compliance:

Responsibility for compliance with this directive is imposed on:

9.1 University's officials as mentioned above as required under this directive.

9.2 The director of the Finance Unit and the director of the Research Authority.

10. Commencement:

This directive becomes applicable and in force as from the date of its publication.

11. Circulation:

Heads of budgeted units.

Members of the academic staff.