



**RESOLUTION TO MODIFY
BUSINESS-RELATED AND ENTERTAINMENT EXPENSES POLICY, 3356-3-13**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 17, 2025
YR 2026-03**

3356-3-13 Business-related and entertainment expenses.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; March 2010; March 2015;
September 2020; September 2025
Board Committee: Finance and Facilities
Effective Date: September 17, 2025 (reviewed, no changes)
Next Review: 2030

- (A) Policy statement. The board of trustees authorizes the establishment of business-related and entertainment expense guidelines for reasonable food, beverage, and incidental costs associated with the conduct of university business.
- (B) Purpose. To establish the manner and extent to which university funds may be expended for business-related activities, entertainment, and hospitality.
- (C) Scope. This policy applies to all university employees.
- (D) Procedures. The university's business-related and entertainment expense guidelines may be accessed at the [procurement webpage](#).