FY22 HUIT Service Area and Team Gathering Guidelines

As we launch hybrid work, we anticipate that in-person celebratory and team-building events will be an important part of our organizational culture. We encourage you to use the period between now and the end of FY22 to experiment with getting together in a hybrid environment, in accordance with the most current guidance from Environmental Health and Safety Services.

The following guidelines are intended to provide you with the information and access to fiscal resources needed to support this experimentation.

GENERAL GUIDELINES AND PROCEDURES
Below are the general guidelines and procedures for celebratory and morale-building events. Please see the full HUIT Gifts and Celebratory Events Policy for guidance on the allowable times to provide a gift to an employee (e.g., upon retirement) and the allowable dollar thresholds. Also included in the policy are examples of events where use of University funds is not allowed.

SERVICE AREA AND OTHER TEAM/GROUP EVENTS (INCLUDING PROJECT MILESTONES)
Expenses associated with celebrating specific work-related achievements and employee morale-building efforts, including networking opportunities and staff recognition, are eligible for departmental funding. These events should not duplicate a HUIT-wide events. If you’d like to propose a HUIT-wide event, please contact HUIT_AdminOps@harvard.edu.

The current dollar threshold for an event of 10 or more staff members is $15 per person. A threshold of up to $20 per person is allowable for events that are planned for fewer than 10 staff members, as it is difficult to take advantage of economies of scale with a small group.

Please discuss any potential events with your manager. Your financial partner must also be aware of the event and the estimated costs prior to incurring expenses so they can evaluate whether the amounts are appropriate within the context of budget and financial policies. Please fill out this form to receive budget approval for your event.

Things to keep in mind when planning an event:
- Think holistically. For instance, if you are having a function to celebrate an employee on your team, think about expanding the invitation to other HUIT and University colleagues who may want to attend.
- When planning your event, be sure to assess that no part of the event could be considered offensive to any staff (including decorations, themes, awards or gifts).
- Do not duplicate any HUIT-wide functions already in place.
- Alcohol is not allowed at lunches or events that include undergraduate students.
- Please use Harvard preferred vendors for catering when possible.

RECOGNITION-BASED EVENTS
There are times when it may be appropriate to recognize employees. Examples of appropriate occasions to recognize employees include:
- Mark the achievement of a major departmental goal
- Recognize individual or team performance for a work-related achievement
- Mark the end of the fiscal year or following Fall Startup activities
- Honor a milestone achievement
- Honor an employee leaving the department, the University or retiring.
Holiday events are also a way to celebrate with our colleagues. Please coordinate this type of event with your Managing Director to ensure there are not similar events planned within your group. University funds cannot be used for social occasions, such as employee birthdays or baby/wedding showers.

**OPTIONS TO PAY FOR EXPENSES**
Direct payment or reimbursement for approved celebratory events can be processed using one or more of the following methods. HUIT Human Resources must purchase gift cards.

- Buy-2-Pay for vendor invoice payments
- Concur for out-of-pocket expenses
- Harvard issued corporate card
- Harvard issued PCard
- Internal billing for university provided services (e.g. crimson catering)

**Sales/Meals Tax**
Harvard is exempt from Massachusetts Sales/Meals tax. The purchaser should ensure that tax is not included on business related purchases. Purchasers may be required to produce a Mass. Form ST-2 and ST-5 (Accounting can prepare the ST-5 as needed).

**Proper Accounting of Gift and Celebratory Costs**
Federal cost accounting standards require that the proper object code be used for celebratory events. These types of expenses are ineligible for federal reimbursement. **ALL** costs associated with a celebratory event should be coded to object code 8450.

**Who to Contact If You Still Have Questions**
Please contact [Financial Accounting and Operations](mailto:financial-accounting-and-operations@harvard.edu) if you have any questions regarding these guidelines.