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Hospitality Directive

(Bewirtschaftungsrichtlinie der Verfassten Studierendenschaft)

in the version from 01.03.2023

The hospitality directive was first adopted by the Refkonf on 24.5.16 and amended by it on 16.08.16 and 11.09.18. Amendment resolutions in the StuRa: 13.6.17, 18.07.2017, 15.01.19 and 14.02.2023

Prerequisite for the assumption of catering costs from VS funds

Catering may only be paid from VS funds for events within the scope of the VS's tasks in accordance with the State Higher Education Act (Landeshochschulgesetz - LHG). In particular, expenses for events of a similar nature that do not correspond to the realisation of the tasks of the VS according to §65 LHG are not permitted.

Basic regulations

1. In the case of third-party funds, special regulations of a third-party funding organisation are given priority; If none are specified, the same regulations apply to third-party funds as to VS funds.
2. Expenses must be adequately related to the occasion.
3. Catering should be within the scope of what is customary for the occasion and the status of the participants involved.
4. Catering may only be provided at public events. Publicity must be documented.
5. At internal events („interne Veranstaltungen“ non-public meetings or events to which the public is not invited), catering may only be provided in exceptional cases, provided that the time and duration are such that a snack must be served.
6. Expenses must be documented. The documents justifying payment must include details of the reason for the expenditure and evidence of the public nature of the event.
7. Hospitality expenses for internal events may not exceed 12% or a maximum of €840 of the VS allocations of a Fachschaft, an autonomous office (Autonomes Referat) or the doctoral convention (Doktorandenkonvent).¹
8. Hospitality costs for external events („externe Veranstaltungen“) may not exceed 40% of the allocations of a Fachschaft, an autonomous office (Autonomes Referat) or the doctoral convention (Doktorandenkonvent).¹
9. Stimulants such as alcohol are charged within the framework of responsible consumption.
10. A limit of 30g pure alcohol per person per day applies to alcohol.²
11. When procuring food, the ecological and sustainability criteria decided by the StuRa should be taken into account.

¹Internal catering is charged to budget item (Haushaltsposten) 540 - external catering is charged to Haushaltsposten 750.

²There is a form for calculating whether the permitted amount of alcohol has been complied with:

https://www.stura.uni-heidelberg.de/wp-content/uploads/Finanzen/Formulare/Alkoholkonsumlimits_neu.xlsx

Examples of typical VS events with catering:

- Catering at internal meetings and committee meetings, if the time and duration are such that a snack must be served.
- Reception and catering for guests; maintaining partnerships, advertising measures (e.g. at information events),
- Campaigns as part of the freshers' induction (Erstieinführungen) (breakfast, pub crawl, etc.),
- Campaigns to support students (e.g. Lange Nacht der Hausarbeiten),
- cultural events (e.g. lectures, study groups),
- weekend seminars,
- Meetings of structures in which the VS or VS activists are members.

Detailed regulations on the amount of reimbursements

The Finance Office (Finanzreferat) bases the reimbursement of hospitality costs on the following upper limits:

- Breakfast: €5.80 per person
- Lunch: €14.50 per person
- Dinner: €8.70 per person
- Dinner at an evening event that lasts four hours or longer and for which there was no lunch provided by the VS: € 14.50 per person
- Catering for an all-day event with overnight accommodation (e.g. Erstiwochenenden): 29,- € per person

Sustainability Directive (Nachhaltigkeitsrichtlinie):

The ecological sustainability criteria adopted by the StuRa on 5 June 2018 can be found here:

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

English Version of the Sustainability Directive (Nachhaltigkeitsrichtlinie):

<https://www.stura.uni-heidelberg.de/wp-content/uploads/Satzungen/Richtlinien/Nachhaltigkeitsrichtlinie-englisch.pdf>