

| | |
|--|---------------------|
| University Of Massachusetts Lowell | |
| Date: July 01, 2001 | Section:2.14 |
| Subject: Business Expense Procedure | |

Following is the procedure that shall be followed for processing of expenses related to business activities:

(See Business Expense Policy Trustee Doc. T92-031, as revised (Appendix C, page 1.2))

Business expenses are defined as lunches, conference meals, campus events and refreshments and entertainment. All requests for business expenses either for specific events, which require a purchase order encumbrance or for direct reimbursement to an individual, require the approval of the employee's immediate supervisor and Account Administrator

CATEGORIES OF EXPENDITURES:

If allowed by Trustee trust fund guidelines, the following type of expenditures may be made:

1. Expenditures to enhance employee and student morale or to recognize achievement, longevity, performance or retirement can be made. These circumstances include:

Institutional social functions – Maximum of \$24.00 per person, per event.

Employee and student recognition awards/dinners- Maximum of \$25.00 per person for dinner and maximum of \$100.00 maximum value for award.

2. Entertainment of institutional donors, alumni, guests and visitors should be in moderation and good taste and must be supported by a budgeted line item an/or specifically authorized by the Vice Chancellor. Sports, theater and other entertainment tickets can be purchased with Trust Funds monies (however, not for faculty and staff) if the event is being held on campus and the expenditure benefits the mission of the University or directly supports its instructional programs. Areas of expenditure can include:

Equipment and furniture rentals

Materials and supplies

Food and non-alcohol beverage

Entertainment

Travel and related expenses (in conformity with travel guidelines)

3. Miscellaneous:

Moving Expenses – such expenses are appropriate for the Chancellor and selected officers of the Institution. Attracting individuals of high quality can require moving them from other parts of the state or country. Moving expenses should not exceed the regional, average cost of moving between the two points, and must have the advance approval of the Chancellor. Competitive bids for moving costs should be sought in all cases.

Flower, Gifts and Cards – In moderation, expenditures from trust funds for flowers, gifts and cards may be made. The only appropriate occasions are:

Death of an employee, student, trustee or person of special importance to the institution, or immediate family of said persons – typically limited to a maximum of \$50.00

Visit of special guests – typically limited to a maximum of \$50.00.

Please note: the University, College or Department must be shown as the sender – not an individually named Dean, Chairman, etc. Also, a contribution to a charity in lieu of flowers is not permitted.

Please note: upon approval by the Chancellor, expenditures from trust funds may be made for Christmas and other cards that will be sent to donors or potential donors of the University. The Holiday celebration sponsored by the Office of the Chancellor will be the primary campus celebration. Individually funded gatherings, unless funded by attendees themselves, are not encouraged.

Purchase of sports, theater and other entertainment tickets for student use should be through their student activity fees only, not with other Trust Funds.

INAPPROPRIATE EXPENDITURES:

Expenditures not payable from any University funds include, but are not limited to, the following: Sports, theater and other entertainment tickets for faculty and staff; fines for traffic or parking violations; spouse/guest expenses; Christmas (or any other holiday) cards expenditures except as noted above; any unexplained expenditures; private club membership; expenditures of a personal nature; unreasonable or excessive expenses; and those not specifically related to the conduct of University business. Contributions to individuals (or their associated committees) seeking elected, public office are prohibited. Contributions to political committees (PACs) or equivalent organizations are prohibited. Also prohibited are outright contributions to charitable organizations.