

# Expenditure/Reimbursement Guidelines

## DOCUMENT INFORMATION

<b>Document Title</b>	Expenditure/Reimbursement Guidelines			
<b>Document Type</b>	<input type="checkbox"/> Bylaws <input type="checkbox"/> Policy Document <input type="checkbox"/> Procedures <input checked="" type="checkbox"/> Guidelines <input type="checkbox"/> Form			
<b>Office/Unit</b>	University Accounting Office			
<b>Document Owner</b>				
<b>Contact Information</b>	<b>Office</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Approval Date</b>				
<b>Approved by</b>				
<b>Effective Date</b>	October 6, 2014			
<b>Review Date /Schedule</b>				
<b>Revision History</b>				

## DOCUMENT CONTENT

The following guidelines are intended to assist University personnel with determining if an expenditure is allowable from state funds. State funds include state purpose allocation, DIFR, IFR, and SUTRA funds. These guidelines have been established based upon guidance from the Office of the State Comptroller and SUNY System Administration. To satisfy state audit requirements, Finance and Administration staff may require written justification regarding how the item purchased or service rendered is program or mission related and/or beneficial to the University. Please address any questions regarding this document or items not addressed in this document to the University Accounting Office (x3467) and/or the Purchasing Office (x3438).

For questions regarding the use of FSA funds, College Foundation funds, or Research Foundation funds, please contact the custodian of those funds.

Category	Transaction Type/Fund (State purpose, DIFR, IFR, or SUTRA)	Allowable Yes/No	Special Comments
ALCOHOL	Alcoholic Beverages	No	
AWARDS	Employee/Student Awards, Certificates, Plaques, etc.	Yes	Any employee or student memento, such as certificates or plaques, must not exceed \$50 in value. Cash awards, as well as gift cards and/or gift items, are not allowed.
CARDS	Greeting Cards	No	These include Holiday, Birthday, Sympathy, Congratulatory, etc.
CONSULTANTS	Program-related consultation or professional	Yes	Businesses are paid via a requisition with invoice and receipts as back up. Payments to individuals, who are not state employees, are classified and processed as Honorariums.
CONTRIBUTIONS	Cash donations, gift cards, gift certificates, and gift items	No	
DUES	Institutional	Yes	Membership must be in the name of SUNY Fredonia and not an individual.
	<b>Individual Membership to:</b>		
	Civic or Service Club	Yes	Membership must benefit the University.
	Professional Organizations	Yes	Membership must benefit the University.

	Professional Licenses	Yes	If the license is required for the position.
<b>ENTERTAINMENT CONTRACTS</b>		Yes	With prior review and approval of the terms and conditions by the Director of University Services.
<b>FLOWERS</b>	Instructional Purposes	Yes	When used in course instruction, i.e. Art class.
	Congratulatory/Funeral/Illness: Employee & Immediate Family, Students	No	
	Administrative Professionals Day	No	
	Friends/Donors	No	
<b>GIFTS &amp; GIVEAWAYS</b>	No Personal/Appreciation/Memorial/Retirement /Special Occasions	Yes	
	Volunteers/Employees	No	
	Non-Employee	No	
<b>GRADUATION REGALIA</b>	Caps, Gowns, Cords, Stoles, etc.	No	Not for students or employees
	Honors Cords for SUNY Fredonia Honors Program participants	Yes	
<b>OFFICE SUPPLIES</b>	Breakroom supplies (coffee, paper plates, hand sanitizer, tissue, etc.)	No	
	Decorations -- Holiday, pictures, art for office decor, flowers	No	
	In Home Office Expenses	No	No in-home office expenses are allowable unless the in-home office is officially designated (in HR records) as an official workstation for the employee.
<b>PARKING PERMITS OR TRAFFIC VIOLATIONS</b>	Parking permits, towing, traffic or parking violations	No	
<b>PUBLIC RELATIONS</b>	Fund Raising Activities, Alumni Activities, Dinners, Admissions Charges	No	
	Donations for name recognition, sponsorship of social events, etc.	No	
	Publicity Advertising	Yes	Must be for the advertising of SUNY Fredonia events and/or the recruitment of faculty /staff/students.
<b>FACULTY/STAFF RECRUITMENT EXPENSES</b>	Travel expenses (to & from interview)	Yes	Meals, Lodging and Airfare may be purchased on the existing NETcard and/or via candidate reimbursement on a Travel Voucher.
	Meals and food supplies at interview/meeting	Yes	When using FSA or utilizing a NETcard to an off campus vendor.
	Moving expenses	Yes	In accordance with SUNY Policy #8200 and employment contract letter.
	House hunting expenses	No	
<b>REFRESHMENTS FOR DEPARTMENT USE</b>		No	Includes food, bottled water, coffee, soda, water coolers, etc.
<b>SOFTWARE AND COMPUTER HARDWARE</b>	Software	Yes	Must be approved by IT and the Director of University Services if not on state contract. All software must be in the University's Name and registered to <a href="mailto:HelpDesk@fredonia.edu">HelpDesk@fredonia.edu</a> .
	Printers	Yes	Must be approved and quoted by IT.
	Computers	Yes	Must be approved and quoted by IT and purchased via a purchase order.
	All other electronic devices	Yes	All electronic devices (iPads, Net/Note books, etc.) must be quoted via IT. All devices must be registered in the University's Name and registered to <a href="mailto:HelpDesk@fredonia.edu">HelpDesk@fredonia.edu</a> . All devices must be purchased via a purchase order.
<b>STUDENT-RELATED ACTIVITIES</b>	Freshmen and Transfer Orientation	Yes	
	Travel	Yes	Must be related to course, program or job duties and have receipts.
	Food supplies for department orientations, formal receptions with program, and department graduation events.	Yes	An announcement of the event must accompany the requisition when seeking payment.
	Monetary donations or gifts/gift cards to Student Association Groups.	No	
<b>TRAVEL</b>	When in Travel Status	Yes	In accordance with OSC Travel Manual and Fredonia's Guidelines #810, #811 and #812. See <a href="http://www.fredonia.edu/admin/accounting/TravelPolicy.asp">http://www.fredonia.edu/admin/accounting/TravelPolicy.asp</a> .
	Gratuity	Yes	If gratuity is customary the amount paid should be an amount that is generally acceptable, but not to exceed 20 percent.
<b>UNIVERSITY, COLLEGE, SCHOOL, OR DEPARTMENT ACTIVITIES</b>	Attendance at community sponsored programs, seminars, workshops, conferences, and continuing education courses	Yes	If related to job duties and with advance approval, documentation required.
	Faculty/Staff Retreats, Planning and Administrative Training Meetings, Faculty/Staff Orientation	Yes	Activities organized to specifically enhance employee performance and communication or operation of division/department. Formal agenda, purpose of meeting, and roster are required.
	Working Lunches	Yes	For extended events with a formal agenda, reason of the meeting, roster and itemized receipt.
	Department Social Activity	No	

	Faculty/Staff Receptions	No											
<b>FAQ's</b>													
<b>Keywords</b>													
<b>Category(s)</b>	<table border="1"> <tr> <td><input type="checkbox"/> Academic Affairs</td> <td><input type="checkbox"/> Operational</td> </tr> <tr> <td><input type="checkbox"/> Advancement</td> <td><input type="checkbox"/> Personnel</td> </tr> <tr> <td><input checked="" type="checkbox"/> Financial</td> <td><input type="checkbox"/> School/College</td> </tr> <tr> <td><input type="checkbox"/> Governance</td> <td><input type="checkbox"/> Student Life</td> </tr> <tr> <td><input type="checkbox"/> ITS</td> <td></td> </tr> </table>			<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Operational	<input type="checkbox"/> Advancement	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> School/College	<input type="checkbox"/> Governance	<input type="checkbox"/> Student Life	<input type="checkbox"/> ITS	
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