Policy Title: Expenditures
Policy Number: FAST-204
Revision Date: July 2019
Policies Superseded: 407; FINA 107
Policy Management Area(s): Finance and Administration

SUMMARY:

The purpose of this policy is to describe allowable expenditures from the various funds at Coastal Carolina University, to ensure compliance with state and federal regulations and University standards with regard to prudent spending and public opinion. Any expenditure presented for payment or reimbursement that is in violation of this or any other University policy, rule or regulation, or state or federal mandate, will be denied, and the submitter will be personally liable for the debt. Furthermore, this policy does not address procurement regulations pertaining to requirements for purchase orders and bids as defined in UNIV-BUFA-441.

PLEASE NOTE that all budget officers, as well as anyone else who works with or monitors one or more budgets, must take the Expenditure Policy training offered by Accounts Payable.

POLICY:

I. DEFINITIONS

A. Budget Officer – an individual delegated the responsibility for managing the purchase of goods or services within a departmental account.

B. South Carolina Procurement Code (SC Code 11-35-10) – a section of law for the underlying purposes of:

1. Providing increased economy in state procurement activities and maximizing to the fullest extent practicable the purchasing values of funds, while also ensuring that procurements are the most advantageous to the state and in compliance with the provisions of the Ethics, Government Accountability, and Campaign Reform Act.

2. Fostering effective broad-based competition for public procurement within the free enterprise system.

3. Developing procurement capability responsive to appropriate user needs.
4. Consolidating, clarifying and modernizing the law governing procurement in this state and permitting the continued development of explicit and thoroughly considered procurement policies and practices.

5. Requiring the adoption of competitive procurement laws and practices by units of state and local governments.

6. Ensuring the fair and equitable treatment of all persons who deal with the procurement system which will promote increased public confidence in the procedures followed in public procurement.

7. Providing safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process.

8. Developing an efficient and effective means of delegating roles and responsibilities to the various government procurement officers.

C. Prudent Person Test – an assessment of action(s) based on what a hypothetical “prudent person” would do; the prudent person acts sensibly, does things without serious delay, and takes proper, but not excessive, precautions.

D. State Appropriations Act – legislative action that allows the state to spend money. A new act is proposed each year and is available on the South Carolina Legislature website: [http://www.scstatehouse.gov/budget.php](http://www.scstatehouse.gov/budget.php).

E. State funds – any funds expended by the University, regardless of source, are considered state funds.

F. Member of President’s Council – For the purposes of this policy, Member of President’s Council refers to an administrator serving on President’s Council most directly in a faculty or staff member’s reporting line.

II. EXPENDITURE POLICY

A. The Expenditure Policy explains the numerous funds from which expenditures are drawn at Coastal Carolina University. Included in the description of each fund are limitations imposed on disbursements by state mandates and by University rules. In some cases, the restrictions governing the expenditure arise from state law, federal regulations or precedent from written and/or verbal interpretation from various state offices and agencies.

B. Public opinion should also be considered as a factor in developing guidelines for appropriate expenditures. To this end, the Prudent Person Test has been developed to apply the criterion of public opinion to the expenditure of funds that are not otherwise controlled by state or federal regulations.
C. It is recognized that modifications in interpretation of laws by state officials and shifts in public opinion occur continually, and the University’s expenditure policy must offer sufficient flexibility to accommodate the changing environment while still maintaining consistency. The rules governing the expenditure of each fund are included with the description of the fund in the outline of the accounts below.

D. All funds – there are certain policies which apply to all funds, regardless of source:
1. All expenditures should be reasonable, appropriate and justifiable, and approved by the designated budget officer on the account.
2. Documentation of expenditures must be explicit detailed receipts, and the business purpose either evident or stated.
3. Personal expenditures are generally not allowed. Allowable personal expenses require the written approval of the president or the president’s designee. Personal expenses incurred, such as forfeited deposits, penalties applied or fines in certain unusual limited circumstances, are allowable when the employee’s presence is required to perform official duties. If the preponderance of the benefit is to the University, the payment is not considered personal.
4. Any non-salary expenses considered allowances or benefits to employees are subject to limitations and provisions of law applicable to the expenditure of State General Fund appropriations.
5. Employees using their personal vehicle for University business are eligible for reimbursement at a rate that is 4 cent less than the standard business mileage rate established by the Internal Revenue Service.
6. Compensation for personal services must always be in accordance to state regulations and the provisions of the Accounts Payable policy (FAST-BUFA 202).
7. Honoraria are allowed under any fund pursuant to the Honoraria Policy (FAST-BUFA 203).
8. Moving and relocation allowances are allowed pursuant to the Moving and Relocation Allowance Policy (FAST-BUFA 485).
9. University travel authorizations and reimbursements must adhere to the regulations set forth in the Travel – Authorizations and Reimbursement policy (FAST-BUFA 201).
10. All purchases of food and beverage using University funds, or donations of the same, must fully comply with the Food Safety policy (UNIV-AUXE-442).
11. Purchase of Software/Electronic Applications and Hardware requires prior ITS approval and expenditures must follow the State Procurement Code.

E. Operational budget funds (Fund Group 10)
1. These are funds appropriated by the State Legislature and allocated for the operating budget, along with collections from regular-term tuition, matriculation and registration charges.
2. Expenditures from these funds must follow the State Procurement Code.
3. Expenditures from these funds are governed by the current year’s State Appropriations Act and by guidelines from the State Comptroller General.
4. Funds from a 1 account do not carry forward from year to year.
5. Generally, food and beverage expenses are not allowed in 10 funds. However, there are certain exceptions not to exceed $35 per person unless approved by the president such as:
   a. Commencement-related activities.
   b. Board of Trustees official functions.
   c. Candidate interviews, as defined in the Prudent Person Test.
   d. Activities, events and programs provided for and offered primarily to students such as:
      (1) Those activities and programs offered by recognized student organizations.
      (2) Student-centered events or programs for the purposes of recognizing student accomplishments, and/or developing community and/or promoting interaction between students and faculty or staff.
      (3) Student focus groups with the intent of garnering student input and feedback on University programs or operations.
6. Alcoholic beverages may not be charged to a 10 account.
7. Generally, funds from a 10 account may not be transferred to another fund unless the other fund is also subject to the State Procurement Code.

F. To ensure that expenditures conform to the requirements of ethics regulations, public opinion, and institutional and individual integrity, the Prudent Person Test has been devised to furnish guidelines with respect to the below-listed funds. The Prudent Person Test is not all-inclusive; individual discretion and good judgment concerning the relationship of the expenditure to the welfare of the University must be exercised. Reimbursements may be prohibited under the ethics regulations depending upon the circumstances. For example, a University employee cannot be reimbursed for the meal of an employee from another state agency regardless of the fund source. Questions of compliance with the Ethics Act should be referred to University Counsel.

All funds governed by the Prudent Person Test may be utilized for regular expenditures as well as for the purchase of food and beverage, gifts, prizes, and awards, and select other expenditures described herein.

Fund 14 = Discretionary funds
Fund 15 = Designated funds
Fund 17 = Self-generated funds
Fund 18 = Extended-learning funds
Fund 19 = Gift funds
Fund 2x = Auxiliary enterprise funds

1. Food and beverage -

Food and beverage expenditures are permissible in the following situations: however, meals in excess of $35 must be approved by the president or president’s designee:

a. Students - When the sole purpose of the activity is to benefit the students, food and non-alcoholic beverages are allowable.

b. Employee with guest

(1) Participation in the interview of a prospective employee.
(2) Entertainment of University visitors, guests, donors, etc.
(3) Other similar functions.

c. Employee-only meals may be provided from the approved set of meals found on the University food service provider’s website (http://coastalcarolina.campusdish.com/Catering/Menu.aspx) or up to the state meal allowance per diem. Employee-only meals in excess of the state meal per diem require approval by a member of President’s Council:

Employee-only meals may include:

(1) Training programs.
(2) New employee orientation (i.e., as delivered by Training, Development and Service Excellence).
(3) Employees required to work outside of normal departmental business hours for the convenience of the University.
(4) Retreats.

d. One retirement reception per year will be held annually for all retiring faculty and staff, and will be funded by the Office of the President.

e. Expenses for strictly social events, such as holiday parties, showers or departmental going away /retirement parties must be paid from personal funds.

f. Expenses related to drop-ins, open houses, receptions, etc., hosted on or off campus and held solely for business purposes, such as introducing guest speakers, new programs, employees or facilities to the University or community, are allowable from funds governed by the Prudent Person Test.

g. Official Board of Trustees functions.

h. Expenses related to events hosted at an employee’s residence are not allowed unless the president or the president’s designee deems the event an official University function.

i. Alcoholic beverages are only allowed in certain limited situations with prior approval of the president or the president’s designee.

2. Gifts, prizes and awards
The giving of gifts, prizes and awards is permissible to employees, students, and the community for official University business or public relations purposes. The Internal Revenue Service (IRS) views gifts in two categories: Cash and Cash Equivalents (e.g., gift cards and gift certificates) and Tangible Personal Property (e.g., trophies, plaques, T-shirts).

Depending on the category of the gift and whether or not the recipient is a University employee, there are different tax reporting and withholding requirements set forth by the IRS. To comply with those requirements, departments must adhere to the following guidelines to ensure proper documentation of reportable items given to employees, students and nonemployees. The department must also communicate the gift could have tax implications to the recipient and submit the Gift, Prize and Award Reporting Form to Financial Services. If the gift amount is greater than $50, pre-approval from the president or the president’s designee is required.

a. The following guidelines apply to gifts for employees:
   (1) Cash for recognition of outstanding performance, must be processed through Human Resources. Refer to the Bonus Program policy FAST-HREO 226.
   (2) A gift reporting form must be completed for all Cash equivalent instruments and reportable on an employee’s W-2.
   (3) A gift reporting form must be completed for all tangible personal property if valued over $100 and reportable on an employee’s W-2.

b. The following guidelines apply to gifts for students and nonemployees:
   (1) Gifts will be calculated on an aggregate basis to determine if the $600 IRS threshold is met per calendar year. Amounts exceeding $600 are reported on form 1099-MISC.
   (2) Cash and cash equivalents are acceptable. A W-9 or W-8BEN must accompany the Gift, Prize and Award Reporting Form when submitting to Financial Services. Rules relating to awarding gift cards:
      (a) Gift cards cannot be acquired using a University Purchasing card (P-card).
      (b) Departments seeking reimbursement need to submit an Expense Settlement Form along with a Gift, Prizes and Awards Reporting Form within five (5) business days of issuance to recipient.
      (c) Cash advances are allowed for gift card(s) purchases over $200, using an Expense Advance Request and submitted to Accounts Payable. If multiple cards are
purchased, they need to be issued and reconciled before the fiscal year end.

(3) Tangible personal property (e.g., trophies, plaques, T-shirts) is acceptable.

3. Other Expenses – (excludes student activities)
   a. Retreats, which must be approved by the appropriate member of President’s Council and adhere to the following:
      (1) On-campus location (off-campus locations require pre-approval by the president or the president’s designee).
      (2) Last four hours or more.
      (3) Require a written agenda including location, attendees, and estimated cost.
      (4) Alcohol is never permitted.
   b. Memorials or flowers will be handled at the discretion of the Office of the President on behalf of the University in the event of an illness, hospitalization, death, etc. Departments are encouraged to notify the Office of the President of such events. Employees who wish to send flowers or another token must use personal funds.
   c. Memberships, dues and related expenses for civic, University, professional or other organizations are allowed if such expenses are deemed beneficial to the University.
      (1) Memberships should be purchased in the name of the University.
      (2) Individual memberships paid for with University funds require the approval of the member of President’s Council and are allowed only when:
         (a) An organization does not permit institutional memberships and membership would be of value to the University.
         (b) It is less costly to the University to have an individual membership.

G. Discretionary Funds (Fund Group 14) – subject to the Prudent Person Test

1. Funds derived from the operations of the campus bookstore, vending machines and campus food services. These funds are set aside for the purchase of things that may not be necessary, but may be useful or beneficial. The business purpose must be clearly explained on supporting documentation. These funds:
   a. Can carry over to the next fiscal year if there are funds remaining at year-end.
   b. Are to be used primarily for the purposes for which state appropriations and student tuition fees may not be used.
2. Expenditures from the 14-fund group must be business related and clearly described on submitted documentation. Appropriate expenditure examples include, but are not limited to:
   a. Scholarships, instructional and other equipment.
   b. Food and beverages, as defined by the Prudent Person Test.
   c. Events which recognize academic and research excellence.
   d. Events which recognize members of the faculty, staff, students and/or distinguished guests of the institution.

H. Designated Funds (Fund Group 15) – subject to the Prudent Person Test

1. Funds generated by the activities of student organization. These funds:
   a. Are generally exempt from the State Procurement Code, except when used for permanent improvements.
   b. Can carry over to the next fiscal year if there are funds remaining at year-end.
   c. Are designated for athletics, student activities or other student-related programs.

2. These are the funds typically saved for items that may not be purchased with 10 funds as they are exempt from the restrictions of the State Procurement Code.

I. Self-Generated Funds (Fund Group 17) – subject to the Prudent Person Test

1. Unrestricted funds that are normally generated by and support expenditures for a specific project, service or activity. These funds:
   a. Are subject to the State Procurement Code.
   b. Can carry over to the next fiscal year if there are funds remaining at year-end.
   c. Should fulfill the purpose for which any fee is charged.

2. Activities covered by this fund:
   a. Are directly related to the mission of the University but are not funded by tuition and fees or appropriations (not 10-fund activities), and are activities in which a separate accounting of funds is desired.
   b. Types of activities in the 17-fund group include, but are not limited to:
      (1) Activities associated with restricted grants.
      (2) Activities supported by indirect costs earned on federal grants.
      (3) Activities which complement restricted grants and for which institutional funds have been designated as “match.”
      (4) Activities designated by the University to receive unrestricted support from the Coastal Educational Foundation or local government.
      (5) Activities that exist to provide instructional and laboratory experience for students and that incidentally create goods
and services for which there is a market (e.g., theatre, music department activities, QEP).

(6) Activities for which a separate fee as approved by the University Board of Trustees is charged for students who use the services (e.g., health services, gym lockers).

J. Extended Learning Funds (Fund Group 18) – subject to the Prudent Person Test

1. Funds that are generated by and support certain program activities, especially continuing education activities (e.g., Cultural Arts Department, OLLI, Humanities Gala). 18-fund group activities may include:
   a. Conferences.
   b. Workshops.
   c. Classes offered to special groups that are often offered in nontraditional settings.
   d. New student orientation sessions.
   e. Course-related travel (includes study abroad).
   f. Activities associated with restricted grants with an extended learning focus.
   g. Noncredit classes.
   h. Specializations/certifications for community members.

2. These pass-through funds are subject to the State Procurement Code, but:
   a. Funds can carry over to the next fiscal year if any are remaining at year-end.
   b. Expenditures must be event-specific within the appropriate program activity.
   c. Funds should fulfill the purpose for which any fee is charged.

K. Gift Funds (Fund Group 19) – subject to the Prudent Person Test

1. These funds are donations, generally from the Coastal Educational Foundation (CEF) or the Chanticleer Athletic Foundation (CAF).
2. These funds may be used for discretionary and contingency expenditures of the University, unless restricted by the donor.
3. Expenditures from the 19-fund group are subject to the State Procurement Code.
4. All expenses in a 19-fund must be reimbursed from a foundation account; the 19-fund should have a zero balance at the end of the fiscal year.
5. Examples of expenditures from the 19-fund group include, but are not limited to:
   a. Scholarships.
   b. Instructional and other equipment.
   c. Food and beverages for general University functions.
   d. Food and beverages for employees carrying out their official University functions, such as candidate interviews, occasional working meetings and retreats, new employee orientation or
required work beyond regularly scheduled work hours — to be approved by the president or the president’s designee.

e. Extra pay or other forms of supplemental pay (excluding regular pay) as agreed upon by external party if funds are available.

L. Funds Derived from the Operation of Auxiliary Enterprises (Fund Group 2x) – subject to the Prudent Person Test

An auxiliary fund, as defined by the National Association of College and University Business Officers (NACUBO), is “an entity that exists to furnish a service to students, faculty or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service.” Auxiliary funds at the University include student housing, the bookstore, vending, food service, and parking and transportation.

1. The following funds are subject to the Prudent Person Test, State Procurement Code, and can carry over to the next fiscal year if there are funds remaining at year-end:
   a. Fund 21 – Student Housing funds are generated by fees for University-operated housing.
   b. Fund 27 – Parking and Transportation funds are generated by fees for parking and transportation services provided by the University.

2. The following funds are subject to the Prudent Person Test, exempt from State Procurement Code, and can carry over to the next fiscal year if there are funds remaining at year-end:
   a. Fund 22 – Bookstore funds are the commissions generated by the University’s bookstore contract.
   b. Fund 23 – Vending funds are the commissions generated by the University’s vending contract.
   c. Fund 24 – Food Service funds are the commissions generated by the University’s food service contract.

M. Restricted Funds (3x, including)

31 Federal
32 State
33 County or Local
34 Commercial
35 Philanthropic
36 Other restricted monies including endowment income and restricted scholarships
39 Federal grant cost-share funds solicited from an external nonfederal source

1. These funds are subject to the State Procurement Code.
2. Funds can carry over to the next fiscal year if contract terms permit.
3. All restricted funds must follow the restrictions specified by the granting or contracting agency.
4. Unless federal or state law or grantee restrictions (or allowances) direct otherwise, restricted funds are governed by the same regulations as state appropriated funds.
5. Activities that are governed by University committees and funded by restricted donations, such as cultural arts performers selected by the committee, will meet the test of a grant-specified purchase.
6. Restricted scholarships that are expended under this category must follow the award criteria specified by the donor, or in the case of federal Title IV funds, criteria specified by federal regulations.
7. Transfers “into” and “out of” 3X funds are not permitted.

N. Loan Funds (Fund Group 50)
1. Funds include federal Perkins loan funds – a needs-based, low-interest student loan offered by the U.S. Department of Education to help students meet their financial needs for higher education.
2. Federal regulations apply.
3. Funds can carry over to next fiscal year if there are funds remaining at year-end.

O. Endowment Funds (Fund Group 60)
1. These are funds for which money or property has been donated to the University with the stipulation that the principal is nonexpendable, and will be invested to produce earnings that are generally available for use as specified by the donor, and is to be held in perpetuity or for a defined time period.
2. These University-donated funds are held by the State Treasurer’s Office and exclude foundation endowment funds.
3. Funds can carry over to next fiscal year if there are funds remaining at year-end.

P. Plant Funds (Fund Group 71)
1. These are funds used for the acquisition, construction and maintenance of the University’s physical plant.
2. These funds are subject to the State Procurement Code.
3. Funds can carry over to next fiscal year if there are funds remaining at year-end.

Q. Agency Funds (Fund Group 80)
1. These are funds held and disbursed on behalf of an entity other than the University.
2. These funds are subject to the State Procurement Code.
3. These funds must meet the restrictions of the agency for which they are held and disbursed (individual or organization).
4. These funds include scholarships and loans awarded to University students by external sources.
5. Transfers “into” and “out of” 80 funds are not allowed.

R. Fund Transfer Procedures
1. Expense Transfers – expenses can be transferred between funds, provided the expenditure is permissible by the receiving fund and is approved by the Budget Officer.
2. Please see the Quick Reference Matrix as shown in Appendix A.

S. Appeals
The Office of Financial Services reviews submitted expenditures for compliance with this policy. Any determination by the Office of Financial Services may be appealed to the president or the president’s designee. Appeals should be made in writing, include supporting documentation, and be delivered to the president or president’s designee. All decisions by the president or the president’s designee are final.
### Appendix A
#### Detailed Expense Transfer Chart

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source of Funds</th>
<th>Procurement Code Applies</th>
<th>Can Receive Funds From</th>
<th>Can Give Funds To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Operational Budget</td>
<td>YES</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
<td>10, 71</td>
</tr>
<tr>
<td>14</td>
<td>Discretionary</td>
<td>NO</td>
<td>14, 15, 22, 23, 24</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
</tr>
<tr>
<td>15</td>
<td>Designated</td>
<td>NO</td>
<td>14, 15, 22, 23, 24</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
</tr>
<tr>
<td>17</td>
<td>Self-Generated</td>
<td>YES</td>
<td>14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
<td>10, 17, 18, 21, 27, 71</td>
</tr>
<tr>
<td>18</td>
<td>Extended-Learning</td>
<td>YES</td>
<td>14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
<td>10, 17, 18, 21, 27, 71</td>
</tr>
<tr>
<td>19</td>
<td>Gift</td>
<td>YES</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>21</td>
<td>Student Housing</td>
<td>YES</td>
<td>14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
<td>10, 17, 18, 21, 27, 71</td>
</tr>
<tr>
<td>22</td>
<td>Bookstore</td>
<td>NO</td>
<td>14, 15, 22, 23, 24</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
</tr>
<tr>
<td>23</td>
<td>Vending</td>
<td>NO</td>
<td>14, 15, 22, 23, 24</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
</tr>
<tr>
<td>24</td>
<td>Food Service</td>
<td>NO</td>
<td>14, 15, 22, 23, 24</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
</tr>
<tr>
<td>27</td>
<td>Parking and Transportation</td>
<td>YES</td>
<td>14, 15, 17, 18, 21, 22, 23, 24, 71</td>
<td>10, 17, 18, 21, 71</td>
</tr>
<tr>
<td>3X</td>
<td>Restricted Funds (Federal, State, County, Local or Commercial Grants)</td>
<td>YES</td>
<td>Transfers In Not Allowed</td>
<td>Transfers Out Not Allowed</td>
</tr>
<tr>
<td>71</td>
<td>Plant</td>
<td>YES</td>
<td>10, 14, 15, 17, 18, 21, 22, 23, 24, 27, 71</td>
<td>10, 17, 18, 21, 27, 71</td>
</tr>
<tr>
<td>80</td>
<td>Agency</td>
<td>YES</td>
<td>Transfers In Not Allowed</td>
<td>Transfers Out Not Allowed</td>
</tr>
</tbody>
</table>
### Types of Gifts, Prizes & Awards

<table>
<thead>
<tr>
<th>Types of Gifts, Prizes &amp; Awards</th>
<th>Employee</th>
<th>Non-employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Must be reported to Human Resources; refer to Bonus Policy</td>
<td>Gift reporting form must be completed; if total for year &gt;$600, reported as taxable income on 1099-MISC</td>
</tr>
<tr>
<td>Cash Equivalents (i.e. gift cards and gift certificates)</td>
<td>Gift form must be completed; reported on employee’s W-2</td>
<td>Gift reporting form must be completed; if total for year &gt;$600, reported as taxable income on 1099-MISC</td>
</tr>
<tr>
<td>Tangible Personal Property (i.e. trophies, plaques, CCU themed apparel)</td>
<td>Gift form must be completed; not taxable if infrequent and below $100</td>
<td>N/A</td>
</tr>
<tr>
<td>Occasional tickets to sporting events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of service award to employee no more frequently than 5 years</td>
<td>Noncash form must be completed; taxable if value exceeds $400</td>
<td></td>
</tr>
<tr>
<td>Length of service award to employee more frequently than every 5 years</td>
<td>Gift form must be completed; ALWAYS taxable with no minimal amount</td>
<td>Gift reporting form must be completed; if total for year &gt;$600, reported as taxable income on 1099-MISC</td>
</tr>
<tr>
<td>Participants to complete a survey or questionnaire</td>
<td>Gift form must be completed; ALWAYS taxable with no minimal amount</td>
<td>Gift reporting form must be completed; if total for year &gt;$600, reported as taxable income on 1099-MISC</td>
</tr>
<tr>
<td>All gifts, prizes and awards to nonresident aliens</td>
<td>Gift form must be completed; ALWAYS taxable with no minimal amount, reported on W-2 or 1042-S</td>
<td>Gift reporting form must be completed; if total for year &gt;$600, reported as taxable income on 1042-S</td>
</tr>
</tbody>
</table>

* Refer to the Expenditure Policy for expanded rules and clarification.

** Preapproval signature from the President or the President's designee for gifts, prizes and awards above $50.
Appendix C  
Food and Beverage Expenditure Guide

This matrix is to be used as an aid to assess availability of the types of University funds prior to making commitments. It is not intended to cover every situation that may occur. Be reminded that 17-funds (II.I.1c.) and 18-funds (II.J.2.c) must be expended to fulfill the purpose of the fees collected and 3x-funds (II.M.3-7.) must be expended according to the granting agency. Please reference Expenditures policy (FAST-BUFA 204) for additional information, including but not limited to, spending limits.

The following references are to be used to understand approvals required to expend University funds on food and beverage.

- **BO** = Budget Officer
- **MPC** = Member of President’s Council
- **P/PD** = President or President’s Designee

### Activities Restricted to State Per Diem Rates

<table>
<thead>
<tr>
<th>Employee-Only Meals:</th>
<th>Approval Required</th>
<th>Allowable Funds</th>
<th>Policy Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee retreat - off-campus</td>
<td>BO, MPC and P/PD</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.d.(4).</td>
</tr>
<tr>
<td>Employee retreat - on-campus</td>
<td>BO and MPC</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.d.(4).</td>
</tr>
<tr>
<td>Employees required to work after normal business hours for convenience of the University</td>
<td>BO</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.d.(3).</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>BO</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.d.(2).</td>
</tr>
<tr>
<td>Training programs</td>
<td>BO</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.d.(1).</td>
</tr>
<tr>
<td>Overnight travel status</td>
<td>BO</td>
<td>10, 14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - II.E.5.b. 14-3x Funds - II.F.1.b.</td>
</tr>
</tbody>
</table>

### Activities Not Restricted to State Per Diem Rates

<table>
<thead>
<tr>
<th>Alcoholic beverages</th>
<th>Approval Required</th>
<th>Allowable Funds</th>
<th>Policy Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual retirement reception - to be funded and hosted by the President’s Office only</td>
<td>P/PD</td>
<td>14, 17, 18, 19, 2x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.i.</td>
</tr>
<tr>
<td>Candidate interviews</td>
<td>BO</td>
<td>10, 14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - II.E.5.d. 14-3x Funds - II.F.1.c.1.</td>
</tr>
<tr>
<td>Commencement-related activities</td>
<td>BO</td>
<td>10, 14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - II.E.5.a. 14-3x Funds - II.F.1.a.</td>
</tr>
<tr>
<td>Local entertainment of official University visitors, guests or donors</td>
<td>BO</td>
<td>14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - N/A 14-3x Funds - II.F.1.c.2.</td>
</tr>
<tr>
<td>Official Board of Trustees functions</td>
<td>BO</td>
<td>10, 14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - II.E.5.c. 14-3x Funds - II.F.1.h.</td>
</tr>
<tr>
<td>Student activities and programs recognized by student organizations and/or University-sponsored</td>
<td>BO</td>
<td>10, 14, 15, 17, 18, 19, 2x, 3x</td>
<td>10 Fund - II.E.5.e-i. 14-3x Funds - II.F.1.a.</td>
</tr>
</tbody>
</table>