

NUMBER: BTRU 1.15
SECTION: Board of Trustees
SUBJECT: University Personnel Expenditure Policy
DATE: February 1, 1995
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Thomas Stepp
Issued by: Board of Trustees

I. Policy

All expenditures by University personnel for all activities will be reasonable, appropriate and justifiable. Such expenditures shall be fully disclosed to the public except for names of donors and prospective donors. In furtherance of these policies of reasonable expenditures and full disclosure, the following guidelines are established by the Board and the President:

1. Entertainment, travel and lodging guidelines and regulations of the state and university will be adhered to by all University personnel. Any expenditures in excess of these regulations shall come from private sources. University personnel being reimbursed from private sources shall make detailed reports to the internal auditor on a quarterly basis to be incorporated in the internal auditor's report to the Board.
2. Lodging costs for University personnel will not exceed \$300 per 24 hour period. Any expenditure in excess of these sums must have the prior approval of the Chairman of the Board, or the Vice Chairman in his absence, with notice to the full Board.
3. University records will be properly documented with appropriate evidence where charges are made on behalf of the foundations by University personnel. Such documentation will show proof of reimbursement.
4. State procurement procedures will continue to be followed in all University purchases of goods and services.
5. University personnel may not make charges against the University for food and beverage consumed when meeting solely with other University employees in their headquarters city except for catered events. Reimbursement for same will not be allowed.
6. University credit cards will not be used for personal purchases by any University employee; however, University employees are authorized to make charges against University credit cards within state and university guidelines.

7. The Chairman of the Board will be advised of all monies spent entertaining anonymous prospective donors. The Chairman will be briefed on the identity of such prospective donors and reasonable justification of expenditures will be provided.
8. The President will report to the Executive Committee on the status of development activity at its regular bi-monthly meetings.
9. The Executive Committee requests the Fiscal Policy committee, in conjunction with the administration, to recommend appropriate policy, allocation, and limits regarding funds available to the President for University advancement.