

 UNIVERSITY of DENVER	UNIVERSITY OF DENVER POLICY MANUAL ALLOWABLE BUSINESS EXPENDITURES		
<u>Responsible Department:</u> Shared Services <u>Recommended By:</u> Provost, VC Business and Financial Affairs <u>Approved By:</u> Chancellor	<u>Policy Number</u> 2.30.011	<u>Effective Date</u> 6/8/2018	

I. INTRODUCTION

This Policy sets forth requirements that apply to all employees, affiliates, and other individuals (e.g., students, contractors) when generating business expenses with the use of University Funds. University Funds include both unrestricted and restricted funds.

II. POLICY OVERVIEW

The *Allowable Business Expenditures Policy* defines expenditures determined to be appropriate use of University Funds in accordance with Policy 2.30.010 *Propriety of Expense Policy*.

In order to ensure the requisite control over University Funds, the University requires expenditures be processed through Shared Services via Purchase Orders and established supply contracts, and for small items, petty cash, purchasing card, or small dollar value purchase orders, in accordance with Policy 2.10.030 *Limits of Authority Policy*.

In accordance with the *Propriety of Expense Policy*, it is the responsibility of the Requestor to ensure all expenses comply with the *Propriety of Expense Policy*.

III. PROCESS OVERVIEW

A. Guidelines for Common Activities and Purchases

Expenses shall be incurred at a level that meets and does not exceed the needs of the University.

In addition to meeting all Tests of Propriety and other requirements of the University's policies, reimbursable expenses shall comply with the terms and conditions outlined in the following table "Allowability of Expenditures." Additional documentation may be requested on approvals for an expenditure when, in the opinion of the Authorized Approver, a specific expenditure warrants additional support.

Failure to mention a particular item of unallowable expense in this document is not intended to imply that it is allowable; rather, determination of allowability in each case shall be based on the treatment provided for similar or related expense items.

B. Allowability of Expenditures

ITEM DESCRIPTION	ALLOWED	CONDITIONS
1. Travel		
a. Travel for University business	Yes	<i>See Travel Expense Policy</i>
b. Personal travel including extended stay for personal purposes during a business trip.	No	<i>See Travel Expense Policy</i>
c. Upgrades for air travel, hotels, car rentals, or travel insurance, or airline club/private club dues.	No	Exception: Air travel upgrades to a class below business class are permitted with Dean or Director approval.
d. Unused room reservations not properly cancelled	No	<i>See Travel Expense Policy</i>
e. Personal expenses such as entertainment, laundry or valet service, mini bar items (i.e., snacks or drinks), haircuts, reading material, toiletries, in-room movie rentals, personal phone calls, personal grooming services, saunas, massages, use of exercise facilities, child care, kennel costs, pet or house-sitting fees, etc.	No	Exception: Laundry or valet service when on travel status for 6 or more days is reimbursable. <i>See Travel Expense Policy</i>
f. Items covered under the incidental portion of the per diem rate (tips to housekeeping, valet, bellhops, etc.)	No	<i>See Travel Expense Policy</i>
g. Travel between home and primary work location	No	<i>See Propriety of Expense Policy</i>
h. Spouse or partner travel expenses when their travel is not required by the University	No	<i>See Travel Expense Policy</i>
i. Travel documentation (e.g., Visas, Passports, Green Cards)	No	<i>See Passports; Visas, Green Cards and/or Immigration Fees (Items #13 and #14 of this table)</i>
j. Items which have been previously paid or reimbursed by the University (cannot claim per diem on a meal paid with a p-card; cannot claim per diem on a meal that is included in a conference registration fee.)	No	<i>See Travel Expense Policy</i>
k. Parking at airport	Yes	The University will reimburse parking charges related to travel at economy lot rates. The University will not reimburse covered parking rates. <i>See Travel Expense Policy</i>
l. Mandatory use of per diem on domestic travel	No	Use of per diem system is encouraged <i>See Travel Expense Policy</i>
m. Mandatory use of per diem on foreign travel	Yes	<i>See Travel Expense Policy</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
2. Food and Related Consumables		
a. Food and related consumable items for the individual employees' personal consumption (not in travel status and not at an official University function)	No	Unless exception is documented and approved by Dean/ Director or above <i>See Official/Entertainment Function Policy</i>
b. Meals for employees in travel status	Yes	<i>See Travel Expense Policy</i>
c. Beverage service available in the general public area or reception area of an organizational unit (prohibited in individual offices of University)	Yes	<i>See Official/Entertainment Function Policy</i>
d. Food for events see below:		All food events are subject to limits on scale, reasonableness, and frequency. <i>See Official/Entertainment Function Policy</i>
i. Community relation functions - directly related to the instructional, research, or public service mission of the University	Yes	<i>See Propriety of Expense Policy</i>
ii. Employee recognition/appreciation functions	Yes	<i>See Propriety of Expense Policy</i>
iii. Goodwill functions – for guests or volunteers as an indication of goodwill or esteem	Yes	<i>See Propriety of Expense Policy</i>
iv. Recruitment functions - to enlist new employees, faculty, post- pre-doctorates, students, student athletes, etc.	Yes	<i>See Propriety of Expense Policy</i>
v. Training functions	Yes	<i>See Propriety of Expense Policy</i>
vi. Student functions related to student life activities	Yes	<i>See Propriety of Expense Policy</i>
vii. Conferences	Yes	<i>See Propriety of Expense Policy</i>
viii. Fundraising special events	Yes	<i>See Propriety of Expense Policy</i>
e. Meals involving only University employees not in Travel Status	No	<i>See Official/Entertainment Function Policy</i>
3. Alcoholic Beverage Expenditures		
a. Official Functions (including conferences and fundraising events)	Yes	<i>See Alcohol Policy</i>
b. For resale by a licensed establishment	Yes	<i>See Alcohol Policy</i>
c. For research purposes and for purposes that do not include personal consumption (e.g., using alcohol as an ingredient in the preparation of food or for cleaning)	Yes	<i>See Alcohol Policy</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
4. Automobile Related Expenses		
a. University-owned vehicle automobile expenses	Yes	With Chancellor's authorization.
b. Commercial vehicle rental expenses or trip fares, or taxi/shuttle service	Yes	<i>See Travel Expense Policy</i>
c. Private vehicle standard mileage reimbursement	Yes	<i>See Travel Expense Policy</i>
d. Private vehicle automobile allowances or mileage reimbursements	Yes	With Chancellor's authorization.
e. Private vehicle repairs	No	<i>See Propriety of Expense Policy</i>
f. Moving or stationary vehicle violation tickets	No	<i>See Propriety of Expense Policy</i>
5. Break Room Equipment		
a. Basic equipment for taking meals or snacks within the workplace, such as simple refrigerators, microwaves, stoves, coffee pots, toasters, water filtration	Yes	<i>See Propriety of Expense Policy</i>
b. Equipment for employee entertainment, such as televisions, stereos, VCRs, or DVD players	No	<i>See Propriety of Expense Policy</i>
c. Consumable items necessary to maintain the cleanliness of employee break room, such as paper towels, dish detergent, and sponges	Yes	<i>See Propriety of Expense Policy</i>
6. Employee Training, Professional Meetings and Conferences		
a. Costs of conferences hosted by DU	Yes	<i>See Propriety of Expense Policy</i>
b. Costs of conference attendance and professional development	Yes	Requires prior approval from an Authorized Approver and must be related to the individual's unit and essential duties
c. Expenses incurred relating to the attendance or arrangement of employee training, professional meetings, and / or conferences	Yes	Related expenses may include the costs of registration, travel, food and refreshments, rental facilities, and presentations (including printing, audiovisual equipment, and published proceedings). <i>See Propriety of Expense Policy, Travel Expense Policy, and Official/Entertainment Function Policy</i>
d. Meals involving only University employees not in Travel Status	No	<i>See Official/Entertainment Function Policy</i>
7. Employee Recognition		
a. Functions or activities that are directly related to employee's work tasks and their related costs, such as team-building exercises focused on the workplace, and supplies/materials	Yes	<i>See Propriety of Expense Policy, and Official/Entertainment Function Policy</i>
b. Non-work-related activities and their related costs, such as sporting league registrations/fees and team uniforms	No	<i>See Official/Entertainment Function Policy</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
7. Employee Recognition (Cont'd)		
c. Employee Recognition Events - Staff Appreciation Meals (where the approved meal is the award and no separate awards are being given) and/or Employee Recognition Events	Yes	<i>See Official/Entertainment Function Policy</i>
d. Retirement Events	Yes	With authorization of Dean/Director or above
8. Donations		
a. Donations including gifts to charitable and political organizations	Yes	Only when specifically authorized by Provost, Vice Chancellor for Business and Financial Affairs or Chancellor
b. Cash or in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative	No	<i>See Propriety of Expense Policy</i>
9. Flowers, Fruit Baskets, and Greeting Cards		
a. For decorative purposes associated with an official function	Yes	<i>See Propriety of Expense Policy</i>
b. For expressing holiday, get well, or congratulation wishes for stewardship or cultivation of donors	–	<i>See Gifts and Gratuities Policy</i>
c. For community relations support/indications of goodwill or esteem, restricted to individuals or organizations who have, or may have, connections to the University's instructional, educational, research, or public service missions	Yes	<i>See Gifts and Gratuities Policy</i>
d. For expressing condolences upon the death of current University employees or students, donors, and associates.	Yes	<i>See Gifts and Gratuities Policy</i>
e. For special occasions for employees	Yes	<i>See Gifts and Gratuities Policy</i>
10. Gifts or Tokens		
a. For Employees (cash or non-cash)	No	<i>See Gifts and Gratuities Policy</i>
b. For external individuals or associations as an indication of goodwill or esteem or event-related advertisement	Yes	With authorization of a Dean/ Director or above <i>See Gifts and Gratuities Policy</i>
c. Employee/ Student Recruitment	No	<i>See Propriety of Expense Policy</i>
11. Moving Expenses		
a. New employee Relocation	Yes	With authorization of a Dean/ Director or above. <i>See Propriety of Expense</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
12. Parking		
a. Fees paid by employee at a primary work location	No	<i>See Propriety of Expense Policy</i>
b. Tickets, traffic fines, court costs, traffic or parking violations, other fees/fines (received either on or off-campus)	No	<i>See Propriety of Expense Policy</i>
c. Fees associated with an employee in travel status	Yes	<i>See Travel Expense Policy</i>
d. Rate-based parking paid by employee for off –campus business meetings	Yes	With authorization of a Dean/ Director or above. <i>See Propriety of Expense</i>
e. University parking permits for University sponsored/ paid events	No	<i>See Propriety of Expense Policy</i>
f. University parking permits for University employees, including Adjuncts	No	Exceptions will only be made for union employees when these charges are covered by their employment contract
13. Visas, Green Cards and/or Immigration Fees for Entry Into or Exit From U.S.		
a. Fees for permits/documents as required by students, scholars, researchers, or employees in order to conduct necessary University study/work and where there is a direct employment requirement by the U.S. Department of Homeland Security to obtain the permit/document (to include fees for visa photos, foreign country exit fees, costs of birth/health/ identity certificates, charges for inoculations; not to include ancillary costs such as medical exams).	Yes	Under limited circumstances, with authorization of the Dean/ Director or above
b. Immigration fees for permits/documents required for immediate family members of students, scholars, researchers, or employees.	Yes	With authorization of a Dean/Director or above.
c. Visas for exiting U.S. (to include fees for visa photos, costs of birth/health/identity certificate and charges for inoculations; not to include ancillary costs such as medical exams).	Yes	If for official University business travel AND authorized by a Dean/ Director or above.
14. Passports		
a. Fees for passport photos, costs of birth/health/identity certificates.	No	<i>See Propriety of Expense Policy</i>
15. Personal Expenses		
a. Theft, loss, or damage to personal property	No	<i>See Propriety of Expense Policy</i>
b. Doctor bills, prescriptions, other medical services	No	<i>See Propriety of Expense Policy</i>
c. Personal services or purchases (e.g., newspapers, magazines, journals, cell phones – excludes professional journals, newspapers, etc.)	No	<i>See Propriety of Expense Policy</i>
d. Cell phones, cell or airfone usage	No	<i>See Cell Phone Policy</i>
e. Monthly internet line charges from an employee’s personal residence	No	<i>See Propriety of Expense Policy</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
15. Personal Expenses (cont'd)		
f. Credit card delinquency fees or finance charges	No	<i>See Propriety of Expense Policy</i>
g. Personal travel expense when not on University business	No	<i>See Propriety of Expense Policy</i>
h. Expenses incurred by or for employees' spouses and/or relatives.	No	<i>See Propriety of Expense Policy</i>
16. Recruiting Costs for Prospective Employees/Students		
a. Food and/or beverages served at University recruitment functions - to enlist new employees, faculty, post-/pre-doctorates, student athletes, etc.	Yes	<i>See Official/Entertainment Function Policy</i>
17. Retirement Parties		
a. Meals associated with an employee retirement.	Yes	Must be reasonable AND associated with a formal staff development and/or recognition program.
18. Tickets to Events		
a. Admission tickets to event, purchased by the University	Yes	When related to University's mission and goals and authorized by a Dean/ Director or above
19. License Fees		
a. Fees associated with the professional licensing of employees where the license serves to benefit the credibility of the University and its organizations.	Yes	With authorization of Dean/ Director or above. <i>See Propriety of Expense Policy</i>
20. Memberships or Dues		
a. Costs incurred for individual amusement; social activities or entertainment; social dues, club memberships or dues relating to various credit card companies, (e.g., American Express, Diners Club); airlines, (e.g., Red Carpet Club, Ambassador Club)	No	If the "University" is the member, then expenses ARE approved for reimbursement. Memberships for individual members are NOT approved for reimbursement. <i>See Memberships Policy</i>
b. Employee memberships in business and/or professional organizations determined to be in the interest of the University	Yes	<i>See Memberships Policy</i>
21. Clothing for Employees		
a. Employee uniforms	Yes	With authorization of Dean/ Director or above. <i>See Propriety of Expense Policy</i>
22. Cell Phones		
a. Purchase of cell phone for personal use	No	<i>See Cell Phone Policy</i>
b. Payment of personal cell phone bill	No	<i>See Cell Phone Policy</i>

ITEM DESCRIPTION	ALLOWED	CONDITIONS
23. Donor Cultivation and Fund-raising Expenses		
a. Incurred to raise donations for others	No	<i>See Propriety of Expense Policy</i>
b. Incurred to raise support for the University	Yes	When approved by Provost, Vice Chancellor or the Chancellor. <i>See Propriety of Expense Policy</i>

IV. DEFINITIONS

1. **“Authorized Approver”** - The individual responsible to ensure that each transaction is completed in accordance with the appropriate policies and procedures and that each transaction is appropriate in terms of scale, budget, and relation to the mission and goals of the unit and the University. A transaction Authorized Approver cannot report to a transaction Requestor, nor can a transaction Authorized Approver also be the transaction Requestor. In the case of a Dean or Director as the requestor, the Authorized Approver must be the Dean or Director’s supervisor.
2. **“Reimbursable Expense”** - Costs incurred by individuals for University purposes, which should be paid from University Funds.
3. **“Travel Status”** - Individuals are considered on travel status when traveling on University business for a period greater than 24 hours where one or more overnight stay(s) is required.
4. **“Extended Day Travel Status”** - Individuals are considered to be in extended day travel status when traveling on University business for a period more than 12 hours but less than overnight.
5. **“University Funds”** - Includes all funds controlled by, or administered by, the University. This includes, but is not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, etc.