

Accounting Handbook

Expenditure Guidelines - Discretionary Expenses

Local funds are available to individuals to make independent decisions for necessary purchases as required. All reimbursements must follow established University documentation standards and approvals. Discretionary type expenditures require approval from the budget authority as well as the Department Head. Itemized receipts are required for reimbursements.

1. General Guidelines

- 1.1 The purpose of the discretionary expense must be business and not personal.
- 1.2 Discretionary expenditures must be documented to show the following:
 - 1.2.1 Identification of the persons, group (11 or more), place and type of expenditure.
 - 1.2.2 Statement as to the reason of the expenditure indicating benefit to the University if applicable.
- 1.3 All discretionary expense must be processed on Purchase Voucher. All vouchers must have supporting receipts and approvals.
- 1.4 The President approves expenditures made by the Vice President for Administration and Finance.

2. Categories of Business Related Expenses

Entertainment or Discretionary Expenditures

- 2.1 Small Gifts - employee service awards, not exceeding \$50.00 each; distinguished guest/visitor.
- 2.2 Flowers (cut flowers, floral arrangements, potted plants, corsages): Flowers for centerpieces or decorations for official functions or as awards or part of award ceremonies may be purchased with appropriate university funds subject to all the provisions of this policy. The purchase of flowers for university employees or family members of employees should be made from personal funds and in no case may be made from university funds.
- 2.3 Tickets - business occasions when employee and/or spouse attendance is beneficial and necessary to the business purpose of the event.
- 2.4 Meals - food and non-alcoholic beverages provided during a business meeting.

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- 2.5 Official Functions - occasions to honor exemplary employees, retirees, distinguished guests, speakers, openings of cultural arts events, etc. where food and beverages are provided.
- 2.6 Refreshments - purchase of coffee, pastries, sodas, etc., for business meetings..
- 2.7 Gift cards (refer to [Gifts to Employees and Non-Employees of University](#)).