

**Controller’s Office**

**Expenditure Policy Index**

(May 1, 2009)

1. Policy Rationale

Accountable Plan

Reasonable Period of Time

1. Approval and Effective Date of the Policy
2. Knowledge of this Policy
3. Responsibilities
4. Employees
5. Procurement Office
6. Business Office
7. Institutional Budget Managers and Supervisors
8. Policy

5.1 General Requirements

1. Documentation
   1. Expense Reporting Form
   2. Lost Receipt Form
2. Methods of Payment

* Purchasing Card
* Direct Invoice
  + Expense Reporting Form
  + Travel Expense Report Form-NON EMPLOYEES
* Reimbursement-
  + Travel Expense Report Form-EMPLOYEES
  + Expense Reporting Form
  + Mileage Reimbursement Form
* Purchase Order
  + Expense Reporting Form
* Internal Charge
* Petty Cash
  + Petty Cash Reconciliation Form

1. Approval
2. Policy Variations
3. Payment Schedule

5.2 Cash Advances-Cash Advance Request Form

5.3 Travel Expenses

1. Overnight Travel
2. Reservations
3. Air Travel
   * 1. College’s Preferred Travel Agency
     2. Other Travel Arrangements
     3. Schedule Changes
     4. Documentation and Reimbursement
     5. Insurance
     6. Frequent Flier
4. Lodging
5. Travel by Car
6. Fleet Services
7. Vehicle Rentals
8. Collision Damage Waiver:
   1. Domestic Travel
   2. International Travel
9. Personal Accident Insurance (PAI) or other rental agency insurance coverage
10. Personal Vehicle Use-Mileage Reimbursement Form
11. Personal Use of College Owned Vehicles
12. Other Transportation
    * 1. Rail Travel
      2. Taxi, Limousine, and Private Car Service
      3. Personal Vehicle
13. Travel Related Business Meals
    * 1. Registrations-Travel Expense Reimbursement Form or Expense Reporting Form, whichever is applicable.
      2. Special Funding for Travel
      3. Spouse and Dependent Travel-Spouse & Dependent Travel Reporting Form
      4. Other Reimbursable Travel Expenses
      5. Other Non Reimbursable Travel Expenses
    1. Hospitality:
14. Non-Travel Meals and Refreshments

* Employee Meals and Refreshments-Falcon & ID Card Reconciliation Form
* Hosted Meals
* Light Refreshments Non-Employees
* On-Campus Food-Dining’s Online Catering Form

1. Other Hospitality

5.5 Expenses not Allowed

A. Flowers

B. Charitable donations to/for any individual or organization

C. Miscellaneous Supplies

D. Political expenses

E. Gift cards

F. Other Expenses

5.6 Employee Gifts-Employee Gifts & Awards Payroll Reporting Form

5.7 Telephone

1. Telephones and Fax Machines
2. Reporting
3. Cell Phones

5.8 Printing and Photocopying

A. College Press

B. Personal Use

5.9 Memberships and Subscriptions

5.10 Appropriate Account Codes-see Account Listing

1. Definitions