

1.0 DISCRETIONARY ACCOUNTS (GIFT FUNDS)

It is University policy that Discretionary Funds are allocated at the beginning of each fiscal year. While the uses for which these funds may be applied are indeed discretionary, the expenditures must be for the **benefit of the University.**

1.1 Guidelines for Expenditures of Funds for Food and/or Refreshments

A review of recent activity related to reimbursements for meals and beverages indicates use of institutional funds to reimburse employees for business meals when the only persons involved in these meals are University employees. While there are occasions when scheduling conflicts occur and business meetings may have to be conducted during meal times, this occurrence should be the exception and not the rule. Business meetings with other employees should not be routinely scheduled around a meal, regardless of the fund source. This rule does not apply to visits from external parties as well as employee recruitment activities where there is goodwill to be gained by our institution.

Expenditures of funds for food and/or refreshments must comply with one or more of the following direct purposes:

- 1.1.1 The recognition or promotion of an academic achievement, athletic achievement, scholarship and/or service to the University or the State;
- 1.1.2 The promotion or communication of intellectual ideas and/or exchange of administrative and operational information on programs or activities of the institution among students, faculty, staff, administrators and/or representatives of the public;
- 1.1.3 The support of student events and activities which are sponsored by the University;
- 1.1.4 The recruitment of highly qualified students, faculty and staff;
- 1.1.5 The promotion of the exchange of ideas with community leaders regarding the role of the University in the community;
- 1.1.6 The assistance of the Board of Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of the University; or

1.1.7 The support of a program for continuing education and professional development sponsored by the University.

1.2 Categories of Funds Used for Food and/or Refreshment Purchases

The following categories of funds may be used for the purchase of food and/or refreshments in accordance with the provisions of the guidelines:

1.2.1 Selected Auxiliary Funds, including Student Fees Accounts, that have been allocated or budgeted for that purpose;

1.2.2 Donated unrestricted funds (gifts), discretionary funds, and funds received as registration fees for continuing education and professional development conferences and for short courses may be used if provisions have been included in the registration fee packet;

1.2.3 Registration fees in excess of legislative mandated tuition for the Executive MBA, ODCM, MIMS, and similar structured graduate programs;

1.2.4 Funds raised and/or earned by student organizations;

1.2.5 Other locally generated income not restricted to Administrative, Education and General, Research, Plant Expansion, Loan, and Endowment purposes and/or Scholarships.

1.3 Reimbursement and Authorization of Fund Expenditures

The President of the University or his/her designee is authorized to determine if specific expenditures fall within the above established guidelines.

Requests for meal and beverage reimbursement must carefully detail the relevance of business discussions and reasons for conducting them during that particular time frame. Such requests must be submitted on the "Request for Payment/Reimbursement of Business Expense" form (Attachment A) to comply with IRS guidelines. If not submitted on this form, the reimbursement request will not be honored. Even though our Accounting Office will continue to monitor these voucher reimbursement requests, the department seeking reimbursement is responsible for ascertaining the propriety of their individual transactions.

If using UTD Food Services for a meal or function to be paid for with University funds, the unit must fill out a "Request for UTD Food Service & Payment Authorization" form (Attachment B) to comply with IRS

guidelines. If the form is not completed, the request will be returned for proper justification.

All questions regarding the use of Discretionary or Gift Funds for entertainment expenses should be directed to the Office of the Senior Vice President for Business Affairs.

1.4 Purchases of Alcoholic Beverages

SEE UNIVERSITY POLICY MEMORANDUM NO. 80-VI.57-39

The following procedures apply to the reimbursement of expenses incurred for the purchases of alcoholic beverages:

- 1.4.1 The Food Services Department of the University is authorized to purchase and pay for alcoholic beverages. Alcoholic beverages purchased by the Food Service Department may be dispensed in the McDermott Suite, Founders North Suites, Conference Center or facilities designated for use for official presidential functions obtaining additional approval.
- 1.4.2 Upon approval from the President or his/her designee, and in accordance with the above referenced policy memorandum, departments may purchase and serve alcoholic beverages in other campus facilities. Reimbursement for the purchases of alcoholic beverages dispensed in these facilities must be obtained by processing a "Request For Payment/Reimbursement Of Business Expense" form accompanied by a copy of the approved "Request for Permission to Serve Alcoholic Beverages."
- 1.4.3 Employees may be reimbursed for expenses incurred for purchases of alcoholic beverages when dispensed in conjunction with University sponsored events. Reimbursements for the purchases of alcoholic beverages must be obtained by processing a "Request For Payment/Reimbursement Of Business Expense" form accompanied by a copy of the approved "Request for Permission to Serve Alcoholic Beverages."
- 1.4.4 Reimbursement for expenses incurred for the purchases of alcoholic beverages will not be paid through the University's petty cash reimbursement process.

The University of Texas at Dallas
Discretionary Funds Guidelines

SUMMARY OF GUIDELINES

TYPE OF EXPENSE	RESTRICTIONS/COMMENTS
Charitable Contributions	NOT ALLOWED
Dues & Membership Fees	President must approve initial membership.
Flowers and Gifts	Not allowed for personal gifts to employees. Must have legitimate business purpose. Flowers and gifts are NOT reimbursable for birthdays, births or hospitalizations. Reimbursement is allowed for flowers for funerals of an employee or members of their immediate family. Flowers for retirees may also be reimbursed.
Honorariums	NOT ALLOWED
Meals & Entertainment	Gross bill not to exceed \$30/person for lunch & \$75/person for dinner (including alcoholic beverages and tips). PRIOR APPROVAL OF THE PRESIDENT is required in cases where the price per person will exceed \$75/person. On-campus events are reimbursable for all participants. Off-campus events are reimbursable as follows: *When only UTD employees are present (e.g., personnel, mentorship, recruitment conferences), reimbursement only when supervisor is a host, and reimbursement is only for guests, <u>not the supervisor</u> . *When non-UTD employees are present, reimbursement only when they are the principal rationale for the activity (e.g., recruitment, donor cultivation, information transfers, etc.). Reimbursement for all participants, including UTD spouses only if non-UTD spouses are present. At the Deans level and above, when the purpose is recruitment of a candidate for a position as a full professor, <u>reimbursement will include the Dean's spouse even when there are no non-UTD spouses present.</u>
Meetings	Must have legitimate business purpose.
Moving Expenses	Must have legitimate business purpose.
Payments for Benefits, Tickets, Functions	Not allowed if considered a charitable contribution. Special approval may be granted by the President if adequate explanation of business purpose is documented.
Technical/Professional License Fees	Must have legitimate business purpose.
Professional Services	Use appropriate Agreement for Professional Services form
Recruiting Expenses	No out of state travel using state (1xxxxx, 2xxxxx) or local designated (3xxxxx) funds for student recruitment.
Spousal Travel	Taxes may apply, and approval must be obtained in advance from the President or appropriate VP.
Tuition & Training	Must have legitimate business purpose.

ALL ACTIVITIES PRESENTED FOR REIMBURSEMENT MUST HAVE DIRECT BUSINESS BENEFIT TO UNIVERSITY OPERATIONS.

APPROVALS FOR REIMBURSEMENT OF PERSONAL EXPENSES MUST BE OBTAINED FROM THE EMPLOYEE'S IMMEDIATE SUPERVISOR.

Must use "Request for Payment/Reimbursement of Business Expense" form.