

# Post Award Grants Manual



Millersville University

2020

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## **Introduction**

Have you been awarded a grant and are wondering what to do next? This guide will provide you with information that will enable you to manage your grant successfully. This manual includes policies and procedures with regards to cost center/WBS set up, payroll, purchasing, travel, and reporting of grants. Each section will provide an overview of the University policies and procedures for that topic as well as a reference on where to find more detailed information.

### **Award notification and award letters**

Once you have received notification that you have received a grant, the first thing you need to do is notify the Director of Sponsored Programs and the Grant Accountant. You will need to work with the Director of Sponsored Programs who will be responsible for obtaining the necessary signatures on the award letter, sending it on to legal counsel, if necessary, and returning it to the awarding agency. Once the awarding agency sends the fully executed award letter back to the University, the Director of Sponsored Programs will obtain the necessary approvals. Once approval is obtained, the award letter will be forwarded to the Grant Accountant. The Grant Accountant will set up a cost center/WBS number and post the budget. The Grant Accountant will then e-mail the details of the fund set up. Please keep in mind that each grant will have its own cost center/WBS number and **NO** funds may be spent and work should **NOT** start until you have been contacted by the Grant Accountant.

### **Meeting with the Grant Accountant**

The Grant Accountant will contact you to set up a meeting once the cost center/WBS number and budget have been set up in the SAP System. At the meeting, the Grant Accountant will review the policies and procedures for managing your grant. At this time feel free to ask any questions you may have in

regards to your grant. You can now start working on your project and utilizing your funds. At any time you may contact the Grant Accountant or the Director of Sponsored Programs to discuss any questions or concerns you may have.

## **Grant Budget**

Grant budgets are set up at the six-digit commitment item level. Due to this detailed level of budgeting, it may be necessary for budget transfers to occur between commitment items. If you need a budget transfer to be completed, please contact the Grant Accountant and they will transfer the funds for you. An example of this would be as follows: You have received a grant from the National Science Foundation and have an approved budget for \$5,000 in supplies. The budget is entered into SAP under commitment item 660315- lab supplies at initial set up. As your research progresses, you realize that you need to purchase some chemicals which falls under commitment item 660300. This is still considered a supply for your grant purposes, but for budget purposes, a transfer will need to be made to move funds from lab supplies- 660315 to chemicals-660330. Once you contact the Grant Accountant, they will review the grant budget to make sure the transfer is allowable under the grant budget, will make the transfer, and will notify you when the transfer is complete.

Please remember that the budget is ultimately the responsibility of the Project Director since their name is listed on the grant.

A listing of common Commitment Item/GL Accounts is included in Appendix A and can be used as a reference when placing orders for your supplies or other items.

## **Business Intelligence (BI)**

Since most faculty do not have access to SAP, the University has a budget reporting tool called Business Intelligence or BI that is available to all faculty and

staff who are responsible for budget monitoring. BI is accessible through the ESS portal.

The Grant Accountant will provide you with an individual training session on BI at your request. A BI training manual which contains login instructions as well as basic report navigation is included in Appendix B.

## **Grant Expenditures**

Grant Expenditures must follow all applicable rules and laws noted in your grant agreement. All Federal grants must also comply with the following OMB circular Rules- A-21, A-110, and A-133.

All invoices for grant expenditures must be approved by the Project Director before they can be paid.

It is the Project Director's responsibility to review expenditures posted to BI and inform the Grant Accountant if anything is incorrect or missing. If the Grant Accountant does not hear anything from the Project Director, they will assume that the Project Director has reviewed BI and that all information is correct. The Grant Accountant will also review the reports in BI approximately once a month and make inquiries if necessary.

Please remember that the Project Director is ultimately responsible for all grant purchases.

## **Grant Management Procedures**

The next sections will provide you with a general overview of the University policies and procedures in relation to payroll, including dual employment, release

time, and student payroll, purchasing of goods and services, travel, and grant reporting.

It is important to remember that you **MUST** always follow the University policies and procedures as well as any policies and procedures specified by your granting agency. Grant purchases, travel, etc. are handled the same way any other purchase or travel is done throughout the University.

## **Payroll**

### **Dual Employment/Compensation:**

Dual employment/Compensation payments are payments for work performed outside the employee's normally assigned duties, department and/or work schedule. Often times a Project Director will budget for this type of compensation in their grant budgets. An example of this would include payments to Project Directors for research work done over the summer.

Prior to starting the work you wish to receive compensation for a form called the "Dual Employment Form" must be completed and approved. This form can be found on the Human Resources website. The Director of Sponsored Programs will be responsible for initiating the form, but it is the Project Director's responsibility to contact the Director of Sponsored Programs and provide them with the information necessary to complete the form. Please keep in mind that it may take several weeks to obtain all approvals so please plan accordingly.

### **Release Time:**

Another common form of compensation on grants is release time in which the University will grant you release time from your normal course work during the academic year to conduct research or work on a grant. Release time must be included in such a manner in the grant budget for it to be allowed. Prior to submitting a grant proposal that includes release time, a form must be completed and approved by the Dean of your College. This is part of the grant submission

process. Once the grant is awarded, you must also notify your department chairperson and Dean of when you plan on taking the release time and they will either approve this or ask that you take it at different time in the event that they cannot find someone to cover your course(s). Release time is most commonly granted for one course during an academic semester. Your salary and full benefits will then be charged to the grant for that course(s) (ie. You are granted a 25% release time or a one course release time, therefore, 25% of your salary and full benefits will be charged to the grant).

### *Student Payroll:*

Students (Undergraduate, Graduate, and Graduate Assistants) are eligible to work on grants as long as it is an allowable expense included in your grant budget and the students are hired using proper University hiring procedures. The procedures and necessary paperwork can be found on the Human Resources website under Student Payroll Services.

### *REMINDERS and TIPS for Student payroll:*

1. A student **CANNOT** start working until all paperwork has been completed.
2. A student must be paid an hourly rate that is at least the currently approved minimum rate.
3. A student may not work more than the maximum hours allowed by the student employment policy.
4. If hiring a graduate assistant to work on a grant, they must meet all the University graduate assistant requirements.
5. Graduate assistants who are paid wages through a grant are eligible for a tuition waiver. The expense for the tuition waiver will also be charged to the grant, so make sure it is factored into the budget.

## **Purchasing**

The most important thing to remember about purchasing is that all the University purchasing policies and procedures **MUST** be followed when purchasing anything from grant funds. The purchasing website has a multitude of useful information.

It is also important to remember that when grant funds reach the University they are considered public funds and therefore must follow the PASSHE and Millersville policies on Expenditures of Public Funds listed in Appendix C.

### ***I need to buy something. What do I do next?***

There are different procedures that will need to be followed depending on the type of item you are purchasing and the dollar amount of the purchase. Below are some common examples. If the item you are questioning is not listed below, please contact the Purchasing Department for assistance. The Project Director or an administrative support individual within the department should submit purchase documentation.

### ***Purchasing cards:***

The purchasing card is the most common method used to purchase goods and supplies under \$1,000. The purchasing card is an internationally accepted credit card issued to authorized University personnel to be used for business purposes. The purchasing card does not go against your credit and is paid directly by the University. It is your responsibility to reconcile the purchasing card at the end of each month making sure that each purchase is coded to the correct fund center and commitment item. All receipts must be uploaded to Works by the due date and purchases will be audited for compliance with purchasing card procedures as well as the spending guidelines for public funds.



Purchasing cards **CAN** be used for the following items:

1. Office, educational, lab, maintenance, and other operating supplies
2. Equipment, furniture, or furnishings costing \$1,000 or less
3. Overnight shipping/courier services such as FedEx, UPS, etc.
4. Postage costs for shipping a parcel from the post office where a receipt is provided, excluding the purchase of stamps
5. Seminar/conference registration with no associated travel and under \$1,000

Purchasing cards **CANNOT** be used for the following items:

1. Goods and supplies in excess of the single transaction limit of \$1,000
2. Multiple purchases to the same/similar vendors, in the same time period, with the intent of circumventing the single transaction limit of \$1,000
3. Travel- related expenses for students, faculty and staff such as hotels, transportation, and meals, which must be processed in accordance with travel guidelines
4. Any type of service including but not limited to:
  - a. Honoraria
  - b. Consulting services
  - c. Repair and maintenance services
  - d. Temporary help
  - e. Attorneys
  - f. Catering services

5. Miscellaneous items such as:

- a. Cash advances
- b. Personal item, even if the intention is to reimburse the University
- c. Promotional items and University clothing
- d. Gifts and awards
- e. Flowers
- f. Alcohol
- g. Telephones and cellular phones

*Important Things to Remember when using a p-card:*

- 1. The University is tax-exempt so it is the cardholder's responsibility to notify the vendor of this. If sales tax is charged, it is the cardholder's responsibility to contact the vendor and get a credit for the tax.
- 2. There is a single transaction limit of \$1,000 and a monthly transaction limit set by the University.
- 3. All receipts must be kept and uploaded to Works by the due date each month

*Direct Payment Form:*

The direct payment form should be used for the following:

- 1. Membership dues and subscriptions
- 2. Employee reimbursements for goods already received up to \$500 if a purchase order is not required

### Petty Cash Request

If it is necessary for the Project Director to purchase something with cash or personal funds, the petty cash request form should be used for reimbursements of less than \$50.

### Purchase Requisitions/Purchase Orders:

Purchases for those items prohibited from being purchased with one of the above mentioned methods will require a purchase requisition to be entered in the SAP system. Purchase requisitions should be entered prior to the actual purchase.

After the purchase requisition has been approved it will be converted into a purchase order or service purchase contract and the funds will be encumbered.

If you are unsure of how to pay for something, please contact the purchasing department.

## Travel

All Faculty, Staff, and Students traveling under a grant **MUST** follow the PASSHE and University policies and procedures for travel expenditures as well as any travel guidelines stipulated by the granting agency. The PASSHE Board of Governor's Travel Policy can be found in Appendix D.

Before anyone travels, a Travel Request form must be completed in the Employee Self-Service section of the Self Service Portal. This **MUST** be done prior to traveling or renting a vehicle through Enterprise. Included with this form must be a mileage estimate, documentation of your trip, ie. conference agenda, and any other pertinent information that you wish to include so that an approver can review the expenses and the details of your trip. This form is an estimate of what

you think your travel expenses will be. Please include everything that you think you will encounter along the way, ie.. taxi, parking fees, etc. as additional expenses may not always be approved at a later time. Even if you are requesting **NO** reimbursement, this form must still be approved and will be kept on file in the Accounting Office for insurance purposes.

You will be notified electronically once your trip has been approved.

At this time you can reserve your rental vehicle through Enterprise.

Please keep copies of all necessary receipts while in travel status so that you will have them when you return to complete the Travel Expense Form. Once you have returned from your trip, you will have **60 days** to complete the Travel Expense Form. If 60 days have passed and you have not submitted for reimbursement, you must contact the travel employee in the accounting office.

For any questions related to travel, please visit the Accounting website or contact Jean Ressler x4181.

### *Travel Card:*

A travel card is available for all employees who will be doing work related travel. The travel card does not go against your credit but the travel card statement will come directly to your house and you will be responsible for timely payment of the entire balance. That is why it is imperative that you submit your travel reimbursement requests as soon as you return from your trip. If you encounter any late fees on the credit card or finance charges, it is your responsibility to pay them and they are NOT reimbursable by the University. If you submit your reimbursement requests (Travel Expense Forms) in a timely manner, you should have these funds reimbursed before the travel card statement arrives.

If you have traveled using your travel card and for some reason have not received a travel card statement, you can pay the bill online and you should contact the travel card company and let them know that you are not receiving the statement.

This cannot be used as an excuse for the University to reimburse late fees or finance charges incurred.

## **Reporting Requirements**

**Financial Reports-** The Grant Accountant will file all federal grant financial reports and most other financial reports as well. If the financial report happens to be part of a final narrative or performance report, the Grant Accountant will provide you with the financial information that is necessary for you to input into the report. If this is the case, you will need to give the Grant Accountant a detailed account of what information you need as well as sufficient notice to gather that information as some information may take more time to gather than other information.

**Narrative Reports-** Any type of narrative progress or final report will be the responsibility of the Project Director. The Project Director should send a copy of these reports to the Grant Accountant so a copy can be kept in the grant file for audit purposes.

**Other Reports-** If there are any other reports required, please notify the Grant Accountant and they will determine who is responsible for completing and submitting the report.

**Audits-** If any of your grants have been selected for audit, the Grant Accountant will notify the Project Director. Most of the time the auditors will work directly with the Grant Accountant but there are times where they will want to speak with the Project Director or look at their files. The Grant Accountant will coordinate the meeting between the Project Director and the auditors if necessary.

## **Contact Information**

If you are unsure on something, please ask before making any assumptions or taking any actions. Although there is a vast amount of information in this manual to help you, it is also very general in nature. It is important that you become familiar with all the policies and procedures related to all items that you have budgeted for in your grant. Most, if not all, of the information can be found on the Accounting, Human Resources, Financial Aid, and Procurement websites.

You can also contact the Grant Accountant or The Director of Sponsored Programs with any and all questions that you may have. They will be able to guide you to the proper person or resource.

# Appendix A



## Commitment Item Listing

Commitment Item / GL Account Code	Account Name
605100	Postage/Freight/Shipping
605110	Postage
605120	Postage Pre-Sort
605130	Freight/Shipping
606100	Telephone & Telecommunications
606110	Local Telephone Service
606115	Long Distance Telephone Service
606120	Telecommunication Leases
606125	Telephone Line Rental
606130	Telephone Equipment Installation
606135	PANET Charges
606140	SSHEnet Charges
606145	Trunk Charges
606150	ISDN Lines
606155	Cellular Phones
606160	Videoconferencing
606170	Internet Service Provider
607100	Advertising
607110	Advertising - Personnel Nonspecified
607120	Advertising-Personnel; Non Faculty
607130	Advertising-Personnel; Faculty
607150	Advertising-Special Program
607200	Public Relations and Promotions
607210	Advertising Student Recruitment
608100	Subscriptions and Books
608110	Subscriptions
608120	Books (Not Library)
609100	Memberships & Dues
609110	Memberships
609120	Dues
610100	Printing & Duplicating
610110	Binding and Preservation
610120	Copier Services, Contracted
610130	Printing Services, Contracted
610140	Graphics Services, Contracted
615100	General Travel
615110	Training/Develop Travel (attending conferences)
615120	Administrative Travel (for all other travel)
615125	Executive Vehicle Lease Expense
615130	Teaching Travel (courses in other locations)
615140	Human Resources Recruitment Travel
615150	Athletic Recruiting & Scouting Travel
615160	Athletic Team Travel
615170	Student Recruitment Travel
615175	Student Travel
616000	Conference/Seminar Registration Fee
620100	Computing & Data Processing Services
620110	EDP Equipment Maintenance & Repair
620120	EDP - Other Services
620200	Software



Commitment Item / GL Account Code	Account Name
620210	Noncapitalized Software
620220	Noncapitalized Software Upgrades
620230	Software License Fees
620235	Software Maintenance
625100	Professional Services
625200	Legal and Accounting Services
625210	Legal Services
625215	Legal Settlements
625220	Accounting & Auditing
625225	Collection Fees
625230	Cash Management Fees
625235	Trust Services Fee
625240	Bond Accounting Fees
625245	Bond Maintenance Fees
625246	Bond Issuance Costs
625250	Credit Card Fees
625300	Specialized Services
625310	Consulting Services
625315	Architect Fees
625320	Technical Consultants
625325	Internet Commissions
625330	Hazardous Waste Removal
625335	Clinical Services
625340	Contracted Social Services
625345	Consolidated University Operations
625399	Other Professional Services
625400	Honoraria, Stipends, & Speakers
625410	Honararia - General
625420	Stipends
625430	Speaker Fees
625440	Coop Teachers
625500	Subcontract Expense
630100	Maintenance and Repair Services
630120	Preventive Maintenance
630200	Contracted Services
630210	Contracted Repairs
630215	Contracted Personnel Services
630220	Contracted Maint - Bldgs & Grounds
630225	Contracted Maint - Office Equip
630230	Contracted Maint - Other
630235	Contracted Laundry
630240	Contracted Snow Removal
630300	Athletic Related Services
630310	Game Support Personnel
630315	Game Officials
630320	Entry Fees
630325	Game Guaranties
630330	Other Athletic Related Services
635100	Insurance
640100	Electric

Commitment Item / GL Account Code	Account Name
641100	Natural Gas
641200	Gas Well Production
641300	Propane
642100	Heating Fuel Oil
643100	Coal
646100	Water, Sewage, Trash, Other Utilities
646110	Water
646115	Sewage
646120	Cable Television
646125	Trash/Sanitation
646130	Wood
650110	Rental/Operating Lease -Equipment & Machinery
650111	Statistic - Rental/Operating Lease -Equip & Mach
650115	Rental/Operating Lease - PC/EDP Equipment
650116	Statistic - Rental/Operating Lease - PC/EDP Equip
650120	Rental/Operating Lease - Radio Equipment
650125	Rental/Operating Lease - Misc. Telecomm
650130	Rental/Operating Lease - Vehicle
650131	Statistic - Rental/Operating Lease - Vehicle
650999	Rental/Operating Lease - Other
651000	Rental/Lease - Real Estate
655100	Civil Service Commission
655900	Other Miscellaneous Services
660100	Office Supplies
660105	Cash Over/Short
660115	Supplies - Cr/Procurement Card Purchases
660120	Printing Supplies
660125	Equipment (noncapital)
660126	Statistic - Equipment (noncapital)
660130	Furniture & Furnishings (noncapital)
660131	Statistic - Furniture & Furnishings (noncapital)
660135	Office Supply Stock Over and Short
660136	Scrap of Office Supply Stock
660140	Inventory Price Variance Account
660200	Technology Related Supplies
660210	Telecommunications Parts/Supplies
660215	Computer Components & Supplies
660220	Networking Supplies
660225	Media Equipment (noncapital)
660226	Statistic - Media Equipment (noncapital)
660230	EDP Equipment (noncapital)
660231	Statistic - EDP Equipment (noncapital)
660300	Educational Supplies
660310	Nuclear Material
660315	Lab Supplies
660320	Audio-Visual Materials/Supplies
660325	Live Animals and Supplies
660330	Chemicals
660335	Instr. Food Supplies
660395	Educ. Supply Stock Over and Short

Commitment Item / GL Account Code	Account Name
660396	Scrap of Educ. Supply Stock
660400	Maintenance Supplies
660415	Agricultural Supplies
660416	Grounds Supplies
660420	Housekeeping Supplies
660425	Lubricating Oi/Lube
660430	Motor Fuels/Gasoline
660435	Motorized Equip Supplies
660440	Water Chemicals
660495	Maint. Supply Stock Over and Short
660496	Scrap of Maint. Supply Stock
660500	Health Services Supplies
660510	Medical Supplies (Other than drugs)
660515	Drugs
660600	Athletic Supplies
660610	Athletic Game Clothing & Equipment
660615	Athletic Awards & Banquets
660620	Athletic Field Supplies
660700	Other Supplies
660710	Recreational Supplies
660715	Wearing Apparel
660720	Specialized Supplies
660800	Library Materials & Supplies
660810	Library Books (Micro)
660815	Library Binding
660820	Library Journal Subscriptions (Print)
660825	Library Journal Subscriptions (Micro)
660827	Library Journal Subscriptions (Electronic)
660830	Interlibrary Loan
660835	Library Electronic Database Subscriptions
660836	Library Books (Electronic)
660840	Library Electronic Database Purchases
660845	Audio-visual/Multi Media Equipment
660846	Library A-V (Video)
660847	Library A-V (Audio)
660849	Library A-V (Misc)
660850	Library - Other
660900	Bookstore - Art
660901	Bookstore - Books
660902	Bookstore - Food
660903	Bookstore - Health & Beauty Products
660904	Bookstore - Clothing
660905	Bookstore - Greek Fraternities & Sororities
665110	Contractor Food Services
665111	Contractor Food Services - Fall
665112	Contractor Food Services - Spring
665113	Contractor Food Services - Summer
665114	Contractor Food Services - Other
665120	Flex Plan Food Services
665121	Flex Plan Food Services - Fall

Commitment Item / GL Account Code	Account Name
665122	Flex Plan Food Services - Spring
665123	Flex Plan Food Services - Summer
665124	Flex Plan Food Services - Other
665125	Special Food Service
665130	Other Food Supplies
665135	Athletic Meals
665140	Alcohol Supplies
670000	Loan Fund Cancellations and Write Offs
670100	Perk Prin/Int Cancelled-Prior To 7/1/72-Teach Svc
670105	Perk Prin/Int Cancelled-Prior To 7/1/72-Mil Svc
670109	Prk Prin/Int Can-Prior7/1/7-Tch Svc-Low Inc/Hdcp
670110	Prk Prin/Int Can-7/1/72After-Tch Svc-Low Inc/Hdcp
670115	Perk Prin/Int Can-7/1/72After-Teach Svc-Head Start
670120	Perk Prin & Int Canelled-7/1/7 & After-Mil Svc
670125	Prk Prin/Int Cncld-7/1/72After-Peace Corps/Vista
670130	Prk Prin/Int Cancld-7/1/72&After-Law Enf/Corr Ofcr
670135	Prk Prin/Int Cancld-7/1/72&After-Teach Svc Shortge
670140	Prk Prn/Int Xcld-7/1/72&Aftr-HlthSvc Nurse/Med Tec
670145	Prk Prin/Int Cancld-7/1/72&After-Svc Hi Risk Child
670150	Perkins Principal & Interest Cancelled - Death
670155	Perkins Principal & Interest Cancelled-Disability
670160	Perkins Principal & Int Cancld-Bankruptcy & Othr
670165	Prk Defaulted Prin/Int Assigned/Accepted By US Gov
670170	Prk Defaulted Fees Assigned & Accepted By US Gov
670175	Perk Prin/Int Cancld-Loans Dischrgd;Closed Schools
670700	NSL Inst Repymt of Bad Debt-Prin
670705	NSL Inst Repymt of Bad Debt-Int
670710	NSL Inst Repymt of Bad Debt-Penalty
670715	NSL Loan Xncld-HP Pract Shrt 10%
670720	NSL Loan Xncld-HP Pract Shrt 15%
670730	NSL Loan Xncld-Nursing Emplymnt 10%
670735	NSL Loan Xncld-Nursing Emplymnt 15%
670740	NSL Loan Xncld-Nursing Emplymnt 20%
670745	NSL Loan Xncld-Death HPSL aftr 10/22/85
670750	NSL Loan Xncld-Death (other)
670755	NSL Loan Xncld-Disabl HPSL aftr 10/22/85
670760	NSL Loan Xncld-Disabl (other)
671000	Perkins Administrative and Collection Costs
671110	Perkins Litigation & Other Expenses
671115	Perkins Admin Cost Allowance Paid To Institution
671120	Perkins Colllection Costs-Paid By Institution
671125	Perkins Collection Costs-Written-Off
671130	Perkins Collectn Cost-Assignd & Acceptd By US Govt
671135	Perkins Collection Costs-Paid By Borrower
671140	Perkins Other Costs & Losses
671705	NSL Collctn Agnt Costs-Prin
671710	NSL Collctn Agnt Costs-Int
671715	NSL Litigation Costs-Prin
671720	NSL Litigation Costs-Int
671725	NSL Credit Bureau Fees

Commitment Item / GL Account Code	Account Name
671730	NSL Other Costs
672000	Refunds to Grantors
675100	Plant Related Interest Expense
675110	Interest Expense on SSHE Bonds
675115	Interest Expense on Other Debt
675120	Interest Expense on Capital Lease
675200	Operating Interest Expense
675210	Interest/Late Fees Paid to Vendors
675300	Amortization Expense
676000	Depreciation Expense (Book 05)
676100	Depreciation-Buildings (Book 05)
676200	Depreciation-Building Improvements (Book 05)
676300	Depreciation-Improv Other than Buildings (Book 05)
676400	Depreciation-Equipment & Machinery (Book 05)
676500	Depreciation-Furniture & Furnishings (Book 05)
676600	Depreciation-Library Books (Book 05)
690110	Chancellor's Office Pymt (1/2 of 1%)
690120	Royalties, Fee & Lics
690125	Indirect Expense
690130	Miscellaneous Other Expense
690135	Grant Funds Distributed
690140	System Grants Distributed
690145	Privatized Housing Profit Sharing
695000	Student Financial Aid
695005	Tuition and Fees Expense
695010	Room and Board Expense
696000	Bad Debts Expense
697100	Senior Citizen Tuition Waiver
697200	Foreign Student Tuition Waver
697300	Board of Governors Tuition Waiver
697400	SSHE Staff Tuition Waiver
697500	Other Tuition Waivers
697505	All PA Academic Team Waiver
697510	Gear Up Grant Waiver
698100	Housing Waivers
698200	Board Waivers
698300	Student Center Fee Waivers
698400	Recreational Center Fee Waiver
698500	Other Fee Waivers

# Appendix B

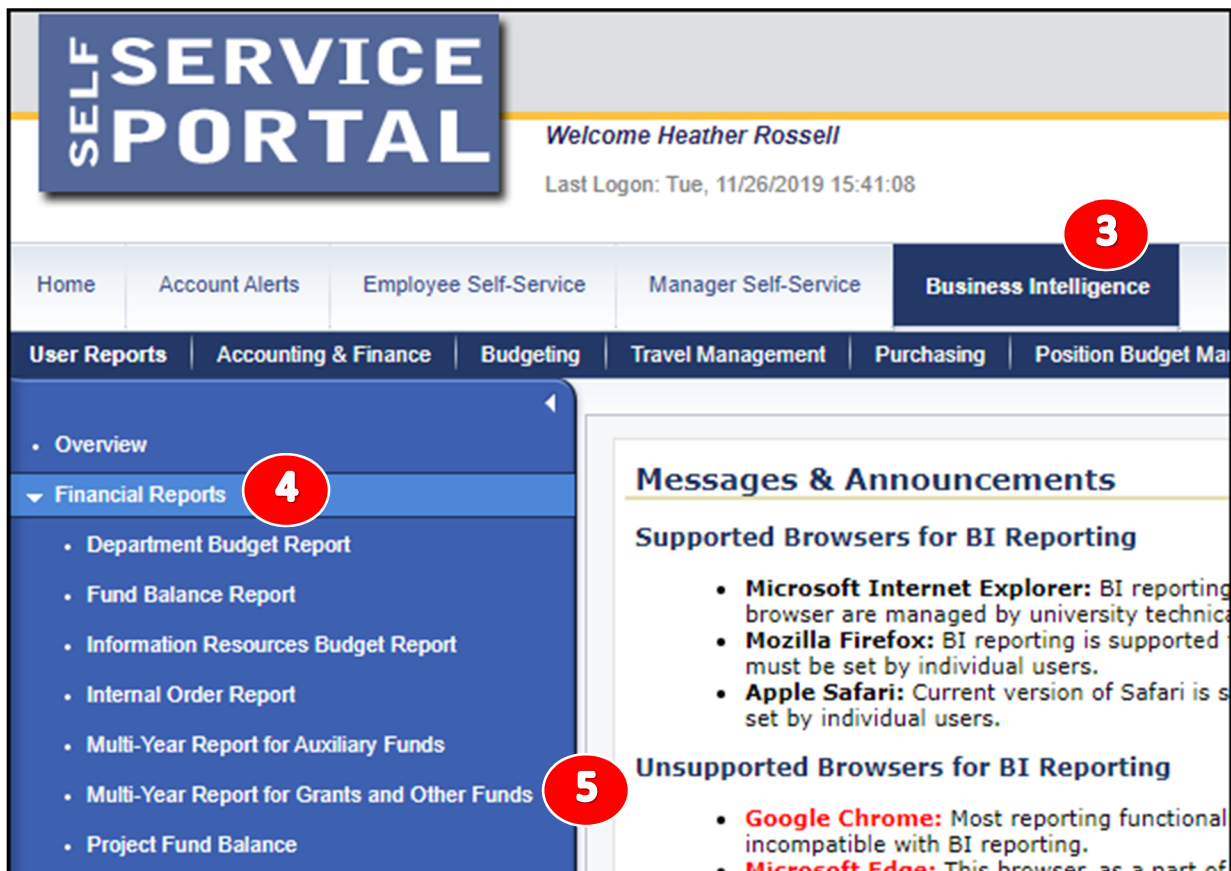
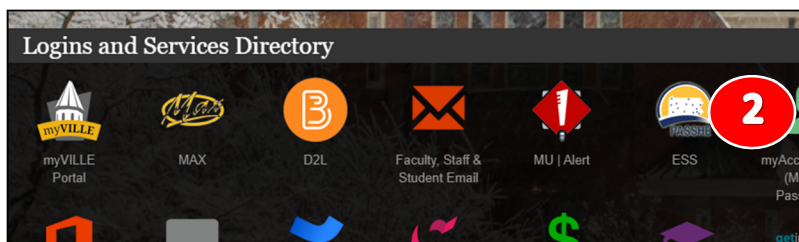
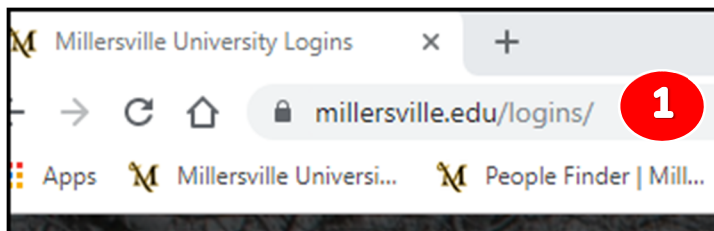


BI Navigation and Training Manual

## QUICK REFERENCE

### Multi-Year Report for Grants and Other Funds

1. Go to MU Logins Page
2. Click on ESS and log in with MU ID (e-mail address) and Password
3. Click on the Business Intelligence tab
4. Click on the arrow to open Financial Reports
5. Select “Multi-Year Report for Grants and Other Funds”





## Multi-Year Report for Grants and Other Funds

1. Once the selection is made, the report will process and an entry form will appear.
2. Enter the Fund Center number
3. Click OK
4. The report will default to the Summary tab
5. The other tabs provide detailed transactions related to the columns on the summary tab
6. Your available balance will show in the "Remaining" column

**Available Variables:**

Variable	Current Selection
Fiscal Years (Selection)	
Fiscal Period/Year (Selection)	
Fund (Selection)	
Funds Center (BCS) Group	
Fund Centers - Single or Multiple Values ...	6035300119.00
Commitment Item Hierarchy	
User ID (Multiple or Single)	
User Name (Multiple or Single)	

**Multi-Year Report for Grants and Other Funds - Summary**

\* Funds Center>CI Pool Hierarchy

Fund:  Fund Centers:  Commitment Item:  Fiscal Year:  Fiscal Period/Year:  CItem Category:

Variable Filters: Fund Centers - Single or Multiple Values (:) 6035300119.00 Audubon Rare Bat

Funds Center	Commitment Item	Adjusted Budget	Actuals	Commitments	Remaining
6035300119.00	615100 General Travel	2,048.00	655.90	130.00	1,262.10
	660100 Office Supplies	64.00	627.31		-563.31
	660125 Noncapital Equip	6,516.00			6,516.00
	660300 Educational Supplies	250.00	3,752.52		-3,502.52



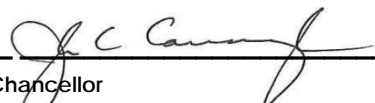
# Appendix C



## Expenditures of Public Funds Policy

Office of the Chancellor  
Pennsylvania State System of Higher Education  
Procedures and Standards for University Operations

Procedure/Standard Number 2011-07  
Expenditures of Public Funds  
Guidelines, Standards, and Limits

Approved by:   
Chancellor

Date: August 31, 2010

**History:** PASSHE Board of Governors Policy 2010-01-A, *Expenditures of Public Funds*, directs the Chancellor to establish guidelines, standards, and limits on the expenditure of public funds.

**Revised** -- Reformatted in form only on December 8, 2011.

**Additional History--**

**Topics by which this Procedure/Standard will be listed in index:** Finance, Personnel, Public Relations, Purchasing and Contracts

**Related Policies, Procedures or Standards:**

Board of Governors Policy 2010-01-A, [Expenditures of Public Funds](#)

Board of Governors Policy 1986-07-A, [Travel Expense Regulations](#)

Board of Governors Policy 1986-02-A, [Investment](#)

Board of Governors Policy 1991-04-A, [Volunteerism](#)

Board of Governors Policy 2009-02, [Acceptable Use of Technology](#)

**Key Words/Categories** (for search capabilities): Finance, Advancement, Personnel, Public Relations and Purchasing and Contracts

**Additional References:**

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**I. Introduction**

The following guidelines, standards, and limits on the expenditure of public funds are established for the universities and the Office of the Chancellor.

Although intended to be comprehensive, every circumstance cannot be anticipated within this document. When deciding whether it is appropriate to pay an expenditure not specifically addressed, PASSHE leadership must consider the spirit of this document and ensure that every expenditure is an appropriate use of

public funds, directly for the advancement of the university's and/or PASSHE's mission. Even when authority is delegated, the university president is accountable and responsible for all university expenditures.

All references to "university" or "universities" in this document apply to the 14 PASSHE universities, all branch campuses, and the Office of the Chancellor. All expenditures are subject to normal approval processes and budgetary constraints.

## II. **Definitions**

**Public Funds:** All monies received by a PASSHE university or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income.

## III. **Procedure/Standard**

### A. **Appropriate Use of Public Funds**

The overarching principle in the spending of university funds is that all expenditures must clearly and directly benefit the university in support of its purpose to provide education at the lowest possible cost to the students. Expenditures of public funds may not inure to the private benefit of one or more individuals unless authorized by law and:

1. Such individual receives that benefit as part of an employment benefit offered to all similarly situated individuals; or
2. Such individual is a student who receives a benefit based upon broad based nondiscriminatory criteria that are publically disseminated; or
3. Such individual is a member of the public or university community and the benefit is minimal in nature as described in K.3, K.4, K.5, and L. in this document and related to functions or promotion of the university.

### B. **Reimbursement vs. Direct Purchase**

This document applies to all expenditures, whether purchased directly by the university or reimbursed to an employee.

### C. **Documentation**

All activity must be appropriately documented to the university accounting office. All receipts must be itemized, clearly indicating the items purchased; e.g., a credit card receipt showing only the total is not acceptable. Request for reimbursement of the actual cost for meals must state business purpose

and names of attendees. Receipts for meals for business meetings must show the number of diners, meals that were purchased, location (e.g., city/state), date, and whether or not alcohol was purchased. Payment or reimbursement cannot be made without an itemized receipt. Under no circumstances will reimbursement be made for alcohol. (See Board of Governors Policy 1986-07-A, *Travel Expense Regulations*, for separate regulations on receipts required when employees are in official travel status.)

**D. Transfer of University Funds to Affiliates and Other Entities Prohibited**

University funds may not be transferred to any outside organization, including affiliates such as foundations and student organizations, except under fiduciary arrangements for certain restricted funds as provided for in Board of Governors Policy 1986-02-A, *Investments*, or as provided for below.

1. Affiliates may receive reasonable compensation when they provide a service to the universities. The procurement of such services must be in accordance with PASSHE's standard bid process and all applicable laws of the Commonwealth.
2. If a university conducts an event such as an athletic camp, the associated revenue may not be transferred to a foundation or other affiliate. If, however, the affiliate manages the administration of the athletic camp or other event, assumes the associated liabilities, and pays all associated expenses, the affiliate would be entitled to collect and retain the associated revenue.
3. If a university receives a grant specifying it as the grantee, no portion of the grant may be transferred to a foundation or other affiliate. If grant provisions permit, however, the university may subcontract with an affiliate and may reasonably compensate the affiliate for services provided. The procurement of such services must be in accordance with PASSHE's standard bid process, and all applicable laws of the Commonwealth.
4. If a university receives a gift directly specifying it as the recipient, the gift may not be deposited by or transferred to a foundation or other affiliate, except under fiduciary arrangements for certain restricted funds as provided for in Board of Governors Policy 1986-02-A, *Investments*.

**E. Restricted and Unrestricted Funds**

Both restricted and unrestricted gifts and restricted and unrestricted grants are subject to this document; however, if a university receives restricted funds, the donor's or grantor's specifically stated provisions may override applicable policy restrictions of this document. For example, if the provisions of a private grant specify that the grant funds are to be used to provide entertainment to employees, only the grant funds (and associated interest, when specified) may be used to incur such expenses.

1. University funds are restricted only when restricted by the provider of the funds; that is, they are restricted only when an outside entity, such as a government, grantor, or donor, restricts the use of the funds for a specific purpose.
2. Neither the Board of Governors, Councils of Trustees, university presidents, Office of the Chancellor employees, nor any other employee, can cause university funds to be restricted in an effort to circumvent the guidelines, standards, and limits in this document.
3. If a grantor or donor specifies that expenditures of the grant or gift are to be purchased from a particular vendor, the legality and appropriateness of such a procurement must be approved by University Legal Counsel and, if approved, the appropriate contract must be used to procure the goods or services.

**F. Designated, Self-Supporting Revenue Streams**

Certain university activities, such as student travel abroad programs and athletic camps and conferences, charge fees to participants that fully cover the costs of the activity.

1. If the fees paid by the individual participants fully cover the associated costs and are specifically intended to purchase food, clothing, equipment, or any other item on behalf of the participant, such items may be purchased, with the exception of alcohol, even if otherwise prohibited in this document, as long as the procurement complies with PASSHE's standard competitive bid process and all applicable laws of the Commonwealth.
2. The revenue from a self-supporting activity may not be used on behalf of employees to make purchases that are otherwise prohibited in this document, unless clearly and directly a necessary part of the activity and directly related to the participants. For example, if an athletic camp provides for participants to wear the same style sweatshirt, a sweatshirt also can be purchased for the coach who leads the camp; however, the revenue could not be used by the coach to pay for a golf outing with other coaches, unless the golf outing was included in the participant's fee and included all of the participants.

**G. PASSHE's Separate Entities**

For purposes of this document, specifically with regard to food purchases, each of the universities, each university's Council of Trustees, the Office of the Chancellor, and the Board of Governors are separate PASSHE entities. The branch campuses are not separate entities, but are considered part of their respective university entity. The Dixon University Center is part of the Office of the Chancellor entity.

## H. **Volunteers**

Board of Governors Policy 1991-04-A, *Volunteerism*, provides for an appropriate appointing authority (Board of Governors, chancellor, or president) to authorize an individual to serve as a volunteer and further provides that the appointing authority may delegate this authority.

1. Board of Governors Policy 1984-14-A, *Terms and Conditions of Employment of Senior Policy Executives*, states that "Spouses of presidents will be invited by the chancellor to accept appointment as volunteers in service to the State System of Higher Education under the terms of Board of Governors Policy 1991-04-A, *Volunteerism*." If a spouse or partner accepts a written appointment as a volunteer, his/her attendance at official university functions or university business meetings may be considered to be in the capacity as a volunteer. For example, if a president's spouse or partner accompanies the president for a dinner meeting at which university business is conducted, or travels with the president to a business conference for the purpose of conducting specific volunteer activities on behalf of the university, the spouse or partner may be reimbursed for actual business expenses incurred in the conduct of official service as a volunteer in accordance with Policy 1991-04-A.
2. Requests for reimbursement of the expenses incurred by volunteers, including spouses or partners of presidents, must be verified by the volunteer, must clearly state the business purpose, and must be in accordance with Board of Governors Policy 1986-07-A, *Travel Expense Regulations*.

## I. **Alcohol**

The purchase or reimbursement of alcohol, under all circumstances, is prohibited, with one exception: alcohol may be purchased when it is a necessary and integral part of the curriculum of an established academic program, such as the culinary program at Indiana University of Pennsylvania.

## J. **Expenditures for Food**

With regard to expenditures for food, the following applies irrespective of whether the food is purchased by an employee at a restaurant, served on campus by a caterer or other provider, or purchased by employees or others and brought to campus. As with all expenditures of public funds, universities are expected to use prudence in determining the appropriateness of purchasing food with public funds.

### 1. **Official University Functions**

When part of an official university ceremony or public event, such as commencement or ribbon cuttings, or part of a university-wide event that

includes students, such as a “welcome back” for the first day of classes, a modest expenditure for refreshments for attendees is permitted.

**2. Business Meetings with External Parties**

- a. The purchase of meals or refreshments for university or PASSHE business meetings is permitted only when the meeting includes:
  - i. Employees from more than one PASSHE entity (see section G) who are necessary for the business purpose of the meeting; or
  - ii. Participants who are not PASSHE employees who are necessary for the business purpose of the meeting.
- b. Expenditures for breakfast, lunch, and/or dinner in conjunction with a business meeting may be incurred only when the meal is an integral part of the meeting. For purposes of this policy, integral is defined as the agenda of the meeting clearly indicates that work is conducted during the meal and evidence of the outcomes of such work is provided. (See Board of Governors Policy 1986-07-A, *Travel Expense Regulations*, for separate regulations on reimbursement to employees in travel status.)
- c. Per Internal Revenue Service (IRS) regulations, the time, date, place, business purpose, and attendees at business meals must be documented.

**3. Evening Receptions**

- a. The purchase of meals or refreshments for evening receptions, such as welcome receptions or receptions following business meetings, is permitted only when:
  - i. The reception includes students and/or their parents; or
  - ii. The reception is to honor a special guest who is not an employee of the university; or
  - iii. The reception is to honor the evening’s speaker or performer; or
  - iv. In the case of a reception following a university or PASSHE business meeting of employees, the event includes employees from more than one PASSHE entity who are necessary for the business purpose of the event and/or participants who are not PASSHE employees who are necessary for the business purpose of the event.
- b. Per IRS regulations, the time, date, place, business purpose, and attendees at such events must be documented.

**4. Staff Retreats, Workshops, and Training**

In conjunction with an associated written university policy that requires written supervisory approval, as well as secondary approval of the respective vice president, dean, or vice chancellor, universities may use public funds to purchase lunch and/or refreshments for staff retreats,

workshops, and training when the retreat, workshop, or training spans at least five hours, and when it would be disruptive to the success of the event if employees disbursed for lunch or breaks.

**5. Overtime and Extraordinary Circumstances**

With the approval of an authorized officer, supervisors may authorize meals to be purchased for employees when extraordinary circumstances require employees to work through their normal lunch period or require the employees to work more than ten hours in a single day. Examples of extraordinary circumstances include nonrecurring urgent deadlines, overnight snow removal by facilities staff, and university emergencies or catastrophes. The names of employees to whom meals were provided and the justification for the purchase must be documented.

**6. Meetings and Other Events with Students**

All universities shall have a written policy that ensures that all students are treated consistently. Once a policy is implemented:

- a. A faculty member may be reimbursed for meals or refreshments provided to students in the conduct of carrying out an official university academic program or service in which the student participates only when such expenditures are necessary for and integral to the academic program. Reimbursement may be made to or on behalf of other employees or attendees only when their presence is legitimately required to achieve the academic purpose of the event. The names of students, employees, and others to whom meals or refreshments were provided and the justification for the purchase must be documented on the request for payment or reimbursement.
- b. An employee or official volunteer may be reimbursed for the expense of attending a formal dinner or official event honoring students when the employee's position justifies his/her attendance at the event and the employee is serving as an official representative of the university. The justification for attendance must be documented on the request for reimbursement.
- c. When serving as an official representative of the university, an employee may be reimbursed for the associated travel expenses (in accordance with Board of Governors Policy 1986-07-A, *Travel Expense Regulations*) of attending a student's funeral or visiting a student in the hospital.

**7. Holiday Receptions and Employee Picnics**

Universities may use public funds to provide light refreshments for official university holiday receptions, employee picnics, and other university-wide employee events when the events are open to all employees and/or students and/or members of the public. Universities may not use public



funds to pay for departmental or divisional parties, picnics, or similar events.

**8. Employee Recognition Events**

Universities may use public funds to provide light refreshments for events that recognize an employee's retirement, years of service milestones, or superior achievement when:

- a. The event is in accordance with a written university policy that ensures that all employees are treated consistently for such events;
- b. The event is open to the employee's department or division or to the entire campus or the public; and,
- c. The dollar amount of the expenditure is modest, prudent, and appropriate to the significance of the event.

**9. Internal Business Meetings and Staff Meetings**

Universities may not use public funds to purchase meals or refreshments for staff meetings or other internal business meetings, even when the meeting extends over the lunch hour, except under the circumstances noted in sections J.2, J.4, and J.5.

**10. Personal Employee Events**

Universities may not use public funds to provide meals or refreshments for events of a personal nature, such as bridal showers, births, birthdays, etc.

**11. Food and Kitchen Supplies in the Office**

Universities may not use public funds to supply employees' offices or employee kitchens with coffee, bottled water (unless potable water is unavailable), soda, snacks, other refreshments, or disposable kitchen supplies (plastic utensils, napkins, etc.) unless expressly for the purpose of greeting students, parents, or outside visitors. (Faculty and staff from other PASSHE entities who are attending meetings at locations other than their primary institution or the Office of the Chancellor, members of Councils of Trustees, and members of the Board of Governors are considered outside visitors for purposes of this document.)

**12. Kitchen Appliances**

Universities may use public funds to purchase refrigerators, microwaves, or other kitchen appliances only when placed in a central employee dining area that is accessible to all employees.

**K. Gifts and Awards**

**1. Floral Tributes**

Only the university president (or the chancellor for the Office of the Chancellor) or his/her designee(s) may use public funds to purchase floral

tributes to be sent on behalf of the university to an employee or his/her family upon the death of an employee or a member of the employee's immediate family. Similar tributes may be purchased for members of Councils of Trustees, Board of Governors, or friends of the university or PASSHE (such as donors) or their immediate families. No other floral purchases are permitted except as provided for in section Q.

**2. Greeting Cards and Invitations to Official University Events**

Only the university president (or the chancellor for the Office of the Chancellor) or his/her designee may use public funds to purchase and send official greeting cards or invitations to official university events to students, faculty, staff, alumni, friends of the university and/or prospective students and their parents. Such designations must be in writing with justification as to the need for this authority.

**3. Employee Awards**

- a. Universities may use public funds to purchase honorary degree hoods and associated framed diplomas for employees who participate in university commencement ceremonies.
- b. Universities may use public funds to purchase certificate frames, plaques, university logo items, or other noncash awards of no greater than \$100 to officially recognize an employee's retirement, years of service milestones, or superior achievement, only if in accordance with the university's written policy that ensures that all employees are treated consistently for such awards. Exceptions to this limit may be approved by the chancellor upon request with appropriate documentation.
- c. Public funds may not be used to frame certificates or awards of a personal or professional nature received by employees from other universities, professional organizations, etc.

**4. Employee Gifts**

Universities may not use public funds to purchase gifts for employees to recognize events of a personal nature, such as bridal showers, births, birthdays, etc.

**5. Gifts and Awards to Students and Others**

- a. Universities may use public funds to purchase honorary degree hoods and associated framed diplomas, as well as rental of commencement regalia, for honorees or other guests who participate in university commencement ceremonies.
- b. Universities may use public funds to purchase noncash gifts and awards of no greater than \$100 to recognize outstanding service or achievement by a student, volunteer, alumnus, community member, official visitor, or other friend of the university, or as an honorarium for

an unpaid speaker or performer, or as part of a gift exchange with an international college or university. Exceptions to this limit may be approved by the chancellor upon request with appropriate documentation.

- c. Universities may use public funds to purchase gift cards with nominal value (not to exceed \$25.00) to recognize student achievement.

**L. Promotional Items and University Clothing**

1. Universities may use public funds to purchase small-value promotional items, such as lapel pins, pens, candy, key rings, t-shirts, etc., imprinted with the university name or logo, to be given away in conjunction with the university's marketing plan.
2. Universities may not use public funds to purchase larger-value promotional items, such as clothing, engraved vases, watches, etc., to be given away as a marketing tool, except as provided for in section K.5.
3. Universities may use public funds to purchase clothing with the university logo and/or event designation for employees, students, and volunteers who are serving as official representatives of the university for student orientation events, sporting events, or other official university events.

**M. Entertainment**

1. Universities may use public funds to pay for theater tickets and cultural events for students and the sponsoring university employee(s) or volunteer(s) only when the events are a necessary and integral part of the curriculum of an established university academic or living-learning program.
2. Universities may not use public funds to pay for employees to attend the theater or other amusements and social outings, or to participate in events such as golf outings, unless the event is an official university event, the event serves clearly to advance a strategic goal of the university, and the employee is attending as an official representative of the university; or as provided for in section M.1.
3. Universities may not use public funds to pay for entertainment services in conjunction with a business meeting.
4. Universities may not use public funds to pay for entertainment services as part of a recognition event solely for an employee.

**N. Political Organizations, Charitable Organizations, and Community Relations**

1. The use of public funds to pay for a political contribution or sponsorship of any kind is prohibited.
2. Universities cannot redirect public funds to other organizations in the form of charitable contributions. Universities may, however, make expenditures to charitable organizations in exchange for a service of equal value, for example:
  - a. Universities may use public funds to make payments to local nongovernment emergency response organizations when part of a written agreement that includes services such as safety training for employees, fire drills on campus, the purchase of specialized equipment for service to the campus, etc. The amount of the payment must be commensurate with the services received.
  - b. Universities may use public funds to pay for a university advertisement in a printed program for a charitable event when the cost of the advertisement is determined by the university to provide reasonable value.

Universities may not use public funds to sponsor all or part of a sporting (e.g., a golf tournament) or cultural event designed to support a charity.

3. Universities and the Office of the Chancellor may pay membership dues to community organizations when appropriate.
  - a. Memberships in community organizations, including memberships in Rotary Clubs and similar service organizations, may not be personal in nature, but must be paid officially on behalf of the university, and may be only for those individuals for whom the membership is an integral part of their position, such as for the university president.
  - b. When dues are stratified, such as in the case of a Chamber of Commerce membership, payment should be made at the minimum level.
  - c. No part of the payment can include a charitable or political contribution.
  - d. The use of public funds to pay dues for country club memberships or similar social organizations is prohibited.
4. Universities may not use public funds to buy tickets to community events when the ticket price exceeds the value of service provided or clearly includes a charitable donation (e.g., to purchase a table for ten for \$1,000 for a dinner event).

5. Universities may use public funds to pay the expenses associated with employees serving as board members or volunteers of charitable organizations only when the employee is serving as the official representative of the university. (See Board of Governors Policy for more information.)

**O. Professional Dues and Memberships**

1. Subject to supervisory and budgetary approval, public funds may be used to pay for employee professional memberships only when the professional organization bears a direct relationship and benefit to the employee's current position duties, and/or the membership offsets the cost of a professional conference that the employee is attending.
2. Subject to supervisory and budgetary approval, public funds may be used to pay for an employee's annual professional license only when the professional organization bears a direct relationship to the employee's current position duties.

**P. Cell Phones, Laptops, and Other Individualized Equipment**

Equipment such as cell phones, smart phones, Personalized Digital Devices (PDAs), laptops, etc., usually are issued to individual employees for their specific use; however, all such devices remain the property of the university or Office of the Chancellor, and employees' use of the devices must be in accordance with both Board of Governors Policy 2009-02, *Acceptable Use of Technology*, and the university's written policy(ies) governing the devices.

**Q. Floral and Other Decorations**

1. Universities may use public funds to purchase decorative floral arrangements only when part of a formal, official, university or PASSHE ceremony or public event such as commencement, groundbreakings, etc., or as provided in section K.1.
2. Universities may not use public funds to purchase decorative accessories, iPods or similar devices for personal use, artwork, plants, expensive and/or personalized office supplies (such as a fountain pen), and other personalized office décor for employees' offices. However, name plates on the outside of offices are permitted expenditures.

**R. Expenditures on Behalf of Student Associations**

1. Universities may not use public funds to augment student government associations, e.g., to provide financial support for a student government association's field trip or other activity, unless the activity is part of an official university academic or student support program.

2. Universities may not use public funds to purchase clothing, makeup, jewelry, and similar personal items for students in conjunction with their participation in activities such as homecoming. Any necessary expenditures for these items must be purchased by the student association.

**S. Personal Expenses**

1. With regard to presidential residences, all furniture, furnishings, supplies, etc., purchased with university funds are the property of the university. Universities may not use public funds:
  - a. To clean the nonpublic areas of presidential residences;
  - b. To provide chauffeur, cooking, or other services to presidents or members of their family;
  - c. To purchase bedroom and bath linens and supplies, personal furnishings, decorations, artwork, and other items that are used in the nonpublic areas of the residence;
  - d. To purchase food, table linens, and kitchen supplies used personally by the president and his/her family;
  - e. To install personally owned fixtures such as lighting, artwork, etc.;
  - f. To install fencing or other accommodations for pets;
  - g. For excessive expenditures for holiday decorations in the public areas of the residence;
  - h. For any other personal expense of the president, except as provided for in the president's employment contract.
2. Universities may not use public funds to purchase items for employees that by their nature are personal or which would not or cannot be returned by the employee to the organization, such as newspapers or magazines for personal use, prescription and nonprescription drugs, grooming supplies, toiletries, portfolios, briefcases, monogrammed or personalized office supplies, etc.

**T. University Property**

All items purchased with public funds, including cell phones, PDAs, laptops, office furnishings, etc., are the property of the university and/or PASSHE and must be returned to the university upon termination of employment or at the request of the university.

**U. Exceptions**

Exceptions to this document must be recommended in writing to the president (or chancellor for the Office of the Chancellor) by the applicable university vice president or dean (or vice chancellor for the Office of the Chancellor) and subsequently approved by the president (or chancellor).

#### IV. **Implementation**

Effective September 1, 2010

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# Appendix D



## BOG Travel Policy





# PA State System of Higher Education Board of Governors

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**Effective:** October 12, 1986

Page 1 of 6

## **Policy 1986-07-A: Travel Expense Regulations**

**See Also:**

**Adopted:** October 12, 1986

**Amended:** April 9, 1998

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### **A. General Policy**

These travel expense regulations are applicable to management and all non-coalition bargaining unit employees. In cases where specific travel matters are addressed in the collective bargaining agreements of employees covered by this policy, the collective bargaining agreements shall take precedence over this policy. An employee not covered by this policy should refer to the appropriate provisions of the collective bargaining agreement covering the employee's classification.

The chancellor (or designee) may authorize Office of the Chancellor employees to travel at Office of the Chancellor expense, and in accordance with any regulations of the local council of trustees not inconsistent with the provisions of this policy, each president (or designee) may authorize travel on official business at university expense. All persons who travel at State System expense are expected to exercise prudence and economy. The chancellor, for the Office of the Chancellor, and the president at each university, may establish their own procedures to administer this policy.

Reimbursement to employees for official travel shall be made on the basis of approved travel expense vouchers. Travel vouchers shall be audited by the respective university prior to payment. Each voucher must be signed by the employee and by the employee's supervisor, with the exception of the chancellor and university presidents, whose travel vouchers shall be submitted to the chair of the Board of Governors or council of trustees, respectively. Employees are liable for repayment of expenditures disallowed by any audit of a travel voucher or other travel related documents.

At the discretion of the chancellor (or designee), for the Office of the Chancellor, and the president (or designee) for each university, amounts may be advanced up to the sum of the anticipated reimbursable travel expenditures to

employees, with such advances to be deducted from the allowable reimbursement. Travel advances shall not be larger than anticipated out-of-pocket costs to the traveler. Employees receiving such advances shall file a settlement travel voucher within 20 working days of return from the travel. No further travel advance shall be granted until a settlement voucher is filed from the previous advance.

## **B. Special Provisions**

Within the limitations of available funds, members of the Board of Governors, university councils of trustees, the chancellor, vice chancellors, university presidents, university vice presidents, and—when designated by the chancellor or a president—official volunteers in service to the State System, are not subject to the maximum rates herein prescribed and shall be eligible for reimbursement for actual expenses associated with official travel. Receipts shall be attached to the travel voucher when actual expenses are claimed in excess of the maximum rates.

## **C. Rates of Reimbursement**

Employees shall be entitled to receive reimbursement of expenses incurred in the performance of their official duties within prescribed maximum rates.

### **1. Personal Automobile**

Actual mileage incurred by an employee on official business will be reimbursed at the mileage established by the chancellor. An employee traveling as a passenger in a personal automobile is not entitled to mileage reimbursement.

The mileage rate reimbursement is the only reimbursement the employee may receive for use of a personal automobile on official travel, except for parking and tolls (see item C.3). The reimbursement rate includes depreciation, fuel, insurance, fees, licenses, oil, repairs, tires, and all accessories.

### **2. Commercial Transportation**

The most economical means available, including automobile rentals, should be used consistent with the purpose and constraints of the travel. An employee who does not use the most economical means of travel available, consistent with the purpose and constraints of the travel, will be reimbursed as if the most economical means of travel has been used.

Employees are not permitted to use, for personal travel, frequent flyer miles or credits of any other kind obtained as a result of State System paid travel, regardless of funding source; however, employees may use such credits on other State System business travel. An employee may not be compensated

or reimbursed for using credits obtained as a result of personal travel to obtain tickets for official State System travel. Employees must take adequate precautions to segregate credits obtained from State System travel from credits obtained from personal travel.

### 3. Miscellaneous Expenses

Employees may be reimbursed for business expenses incurred for such items as telephone, telegraph, registered or certified mail, taxi, local transportation, and other miscellaneous expenditures. Charges for laundry, dry cleaning, or other personal services are not reimbursable unless the employee is in continuous travel status for more than five days.

Employees may be reimbursed for parking, tolls, and similar expenses, regardless of the type of vehicle used (i.e., personal, State System, or rented). Employees may be reimbursed the actual cost of fuel for rented or State System vehicles, but not personal vehicles. Employees may not be reimbursed for the cost of citations for traffic violations of any kind, regardless of the type of vehicle used.

Itemized receipts are required for any single miscellaneous expense reimbursement requested for amounts in excess of a minimum amount established by the chancellor.

### 4. Overnight Lodging

Lodging costs are limited to rates established by the chancellor. The chancellor may set separate rates for high cost areas. Lodging costs may be paid directly to the provider by the State System (see Section D for use of Hotel Orders) or reimbursed to the employee. Reimbursements to employees are limited to the actual cost of lodging and must be supported with receipts. Employees may not be reimbursed for personal services such as the incremental cost of lodging family members or friends, movies, recreational charges, etc.

Employees are required to identify themselves as State System employees and request state or governmental rates when obtaining price quotations for lodging. Lodging costs in excess of the maximum are authorized as follows:

- a. When lodging cannot be located with a reasonable effort within the maximums.
- b. When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business.
- c. When employees reside at a host establishment while attending a conference or convention on official business.

- d. Claims for lodging and meal expenses will be allowed under the American Plan (i.e., when the cost of lodging and meals is contracted as a package) when contracted for at the minimum rate, and when incurred by employees residing at a host establishment while attending a conference or convention on official business.

A complete explanation of lodging costs in excess of the maximum must be included on the travel expense voucher.

5. Subsistence - Subsistence shall be paid as follows:

Overnight travel status - Employees in overnight travel status may be paid for the actual cost of meals and other subsistence expenses, up to maximum rates established by the chancellor. The subsistence rate shall cover meals, tips, tax, and all other expenses not specifically addressed in this policy, for each 24-hour period spent in a continuous overnight travel status. The travel period begins at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. The chancellor may set separate subsistence rates for high cost areas.

For overnight travel not part of a full 24-hour period, the subsistence rate shall be prorated (rounded to the nearest dollar) as follows:

0 minutes to less than 3 hours	No reimbursement
3 hours to less than 6 hours	25%
6 hours to less than 15 hours	62.5%
15 hours to less than 24	100%

The maximum allowable reimbursement amount must be reduced for meals provided to the employee at no cost, included in a registration fee, facility rental, or the cost of lodging. The maximum amount must be reduced by the following rates: 21% for breakfast; 21% for lunch; and 58% for dinner.

Non-overnight travel status

- a. An employee who works more than two hours before the normal start of the work day or past the scheduled quitting time in non-overnight travel status will be reimbursed for the cost of a meal, up to the maximum rate established by the chancellor, only if the travel assignment takes the employee 50 miles or more from both residence and headquarters. An employee must state his or her normal work hours on the travel voucher.

- b. Reimbursement for the cost of noonday meals is not permissible for employees not engaged in overnight travel except as specifically provided for in this directive or in labor agreements.

#### 6. Expenditures Incurred while not in Travel Status

Vice presidents and other employees designated by the chancellor or a president are eligible to be reimbursed for actual meal expenses incurred by themselves and on behalf of others in the conduct of official business. Such reimbursement may be made for incurred meal expenses only when the meal is an integral part of the business meeting and includes employees from more than one State System entity or participants who are not State System employees. Each of the universities, each of the university councils of trustees, the Office of the Chancellor, and the Board of Governors are State System entities. The branch campuses are not separate entities, but are considered part of their respective university entity. The Dixon University Center is part of the Office of the Chancellor entity.

The business purpose of the meeting must be documented on the voucher. Receipts are required for this reimbursement.

Employees on official business may receive reimbursement for the actual costs of meals in connection with workshops, organization luncheons, business meetings, or similar events. Receipts are required for this reimbursement. Such events must meet the following criteria:

- a. The employee's attendance at the event must be approved by the employee's immediate supervisor.
- b. The meal must be an integral part of the event.
- c. The event must have a business purpose, which must be documented on a voucher.
- d. The event must include employees from more than one State System entity or participants who are not State System employees.

#### **D. Hotel and Transportation Orders**

The State System may issue Hotel and Transportation Orders to State System employees to be used for official travel. Hotel Orders are to be used only for room rent and parking fees at the same lodging establishment by the persons to whom issued, and not for meals, telephone, or other expenses unless the cost of lodging and meals is contracted as a package (American Plan). Hotel Orders shall be subject to the same limitations on the cost of lodging as apply in the case of reimbursement for lodging expenses.

**E. Reimbursement of Travel Expenses Incurred by Applicants**

The chancellor and each president may reimburse applicants for employment for the cost of travel in connection with the interview process. Hotel or Transportation Orders may be utilized, but no cash advance may be granted. The number of applicants authorized to travel at State System expense shall be held to the minimum required, in the opinion of the chancellor or the president.

**F. Responsibility**

The State System and a third party (e.g., professional organizations, governmental agencies) may share in the payment of travel costs as long as an employee is not reimbursed twice for the same costs. If an employee receives payment by a third party, the employee must reduce the amount of reimbursement requested from the State System by the payment received, or refund that amount to the State System.

Supervisors are responsible for reviewing and approving travel vouchers submitted by employees. Employees are responsible for insuring that expenses claimed on their travel reimbursement vouchers are proper and accurate. Careless, fraudulent, or negligent preparation of a travel voucher will require financial restitution and may result in disciplinary action. A traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.