



ECKERD COLLEGE

EXPENSE POLICY

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1.0 POLICY STATEMENT

The Eckerd College Expense Policy provides guidelines and procedures for the reimbursement of expenses incurred for, or on behalf of the College. This policy is written in accordance with definitions provided by the Internal Revenue Services.

2.0 PURPOSE

The purpose of this policy is to provide general guidelines and guidance for the appropriate use and stewardship of Eckerd College funds. The policy assures that:

1. The College is in compliance with Internal Revenue Service regulations that define the types of expenses that can be reimbursed without being counted as taxable income.
2. Business expenses charged to research grants conform to the regulations and restrictions placed on the use of funds provided by the sponsor.

3.0 SIGNATURE CARDS

To establish accountability protocols, the Business Office at Eckerd College shall maintain a list of accountable individuals and a signature card for each supervisor or individual responsible for procuring goods or services for the College. Signature authorization will be administered as follows:

1. Two Signature Cards shall be distributed by the Business Office for all supervisors or accountable officers with authority to spend College funds.
2. New supervisors will be requested to sign two signature cards with their Human Resources orientation packet.
3. Supervisors who do not have a signature on file will not be allowed to submit requests for reimbursement for them or their employees.

The signature cards must be typed as detailed below:

- **NAME** - Type last name, first name, and middle initial.
- **SIGNATURE** - Sign name exactly as documents will be signed.
- **CAMPUS ADDRESS** - This should be official campus mail.

- **PHONE** - Campus telephone number.

Two (2) cards must be completed with original signatures and submitted for each person.

Submit completed cards by mail to the Business Office

A NEW SET OF CARDS WILL BE REQUIRED IF A NAME CHANGES, A SIGNATURE CHANGES OR IF THE CARD IS NO LONGER LEGIBLE.

4.0 SIGNATURE STAMP

To ensure the continuation of business, the Business Office will not accept use of a signature stamp for cash advance requests, petty cash requests, and supervisor approval of supporting documentation for Purchasing Cards.

5.0 RESPONSIBILITY

This policy applies to all employees and other persons seeking reimbursement from the College regardless of the source of funding. Responsibilities related to reimbursement or expenses include the following:

1. Supervisors

- Seek approval from the Associate Chief Financial Officer for all expenditures above \$500, regardless of funding source.
- Determine if a request for payment is reasonable and appropriate and is supported with appropriate detailed receipts. Purchases outside of this policy are strictly prohibited and will not be reimbursed.
- Expenditures are consistent with all Eckerd policies and federal and state regulations.
- If the expenditure is to be paid from federal and/or state funds, or from restricted gifts, ensure that those restrictions are accounted for when expenditures are planned.
- P-Card statements and receipts should be checked by the supervisor prior to submitting to the Business Office to ensure that all purchases meet the guidelines established by the Policy.

2. Employees

- Are fully acquainted with this Policy and understand the acceptable expenditures that can be funded by institutional funds.
- Understand the requirements of proper documentation and procedures for payment or reimbursement.

3. Business Office

- Assist employees in securing goods and services.
- Monitor signature file and audit transactions for compliance.
- Monitor expense reimbursements and payment requests for proper supervisor approval.

6.0 TRAVEL

Travel costs are defined as expenses for transportation, lodging, meals, and related items incurred by employees who are traveling for a College business purpose. For specific information about guidelines associated with travel, please refer to the Eckerd College Travel Policy.

7.0 ALLOWABLE ENTERTAINMENT EXPENSES

1. Employee Recognition

Gifts in recognition of work-related achievement or years of service are allowable as provided by Eckerd College employee recognition programs.

2. Business Meals

Business meals or entertainment will be reimbursed when supported by an approved expense report. Detailed restaurant/entertainment receipts (as opposed to stub-receipts) must be submitted accompanied by an expense report that includes the date, name of the establishment, nature of business conducted, and names and business affiliations of all present. Fiscal prudence and common sense should be used when purchasing business meals to insure that the cost for a meal is not extreme or excessive.

3. Events for Official Guests

Entertainment and hospitality expenses incurred in achieving the College's mission can be approved and reimbursed if it is determined that the expenses are appropriate, reasonable in amount, and serve a bona fide college purpose.

Entertainment and hospitality expenses may include the following type of expenditures:

1. Official, or ceremonial functions of the College, such as commencement;
2. Receptions for which the primary purpose is the attendance and benefit of a group of students or potential students;
3. Official business of the President, Board of Trustees, and Advancement Office;

4. Receptions

Meals and/or light refreshments served in connection with conferences, fundraising groups, student organizations, recognition/length of service/retirement presentations, or student events such as commencement will be funded in accordance with this Policy.

5. Administrative Meetings

Departments are encouraged to evaluate their annual budgets and use discretion in managing entertainment expenses. Departments are encouraged to keep the cost of meals and refreshments served during administrative meetings to a minimum.

6. Goodwill Entertaining

Costs for meals can be reimbursed with approval from the immediate supervisor, if, according to the IRS:

1. Expenses are incurred under circumstances considered to be conducive to business discussions;
2. Expenses are to be incurred as a result of official College business or directly precede or follow a substantial and bona fide business discussion or meeting;
3. Expenses do not involve employees entertaining other employees

8.0 UNALLOWABLE EXPENSES

Prior to approving a P-Card expense, supervisors are requested to review statements including receipts to ensure that expenditures are reasonable and in line with the College's desire to control expenses.

The following types of expenditures are not allowed:

- a. Accident insurance premiums
- b. Alcoholic beverages – Unless they are dispensed in conjunction with College related events
- c. Child/Elder Care expenses
- d. Clothing excluding uniforms or clothing bought for fundraising events
- e. Cost of Barbers and/or hairdressers
- f. Cost to have personal vehicle detailed or car washed
- g. Excessive tips (more than 20% of the total bill, excluding taxes)
- h. Gifts to College employees other than those provided through official recognition programs coordinated by the Office of Human Resources.
- i. Gifts to student-workers, or to any student, paid for with College funds.
- j. Health club, sauna, or massage fees
- k. Individual association membership fees, dues or licenses that are not directly related to the individual's position or to the College
- l. Memberships and other purchases, such as: the Automobile Association of America, airline clubs, or newspaper home delivery.
- m. Office celebrations of employee related events that are personal in nature including but not limited to employee birthdays, baby showers, childbirth, or adoption, weddings, and/or wedding anniversaries.
- n. Office supplies for home use such as print cartridges, computer paper, ink, pens, pencils, etc.
- o. Parking permits, valet fees, fines (parking, traffic, library, etc.), penalties, or interest charges on personal or corporate credit cards.
- p. Personal expense that is neither business-related nor required in carrying out an individual's job responsibilities - i.e.: Amusement, entertainment, or social activities that are not directly connected to College functions.
- q. Political contributions.
- r. Reimbursement for students' supplies.
- s. Shoe shines.
- t. Tobacco products
- u. Veterinary expenses, pet food, medicine, or supplies.

9.0 GIFT CARDS

Use of College funds to purchase gift cards for employees, students, or contractors is strictly prohibited unless used by Human Resources for employee recognition events. Gift cards issued by Human Resources in recognition of length of service shall be taxable according to IRS rules. The Internal Revenue

Service (IRS) considers employer gifts of cash, gift cards, gift certificates, and similar items which can easily be exchanged for cash as additional taxable salary or wages which is subject to reporting and withholding obligations by the employer. (Publication 525 Taxable and Non Taxable Income)

10.0 OFFICE SUPPLIES

Guidelines provided in this policy direct departments to use a reasonable approach when spending College funds. The College has entered into an agreement with Office Depot to offer the institution discounts on office purchases. This program is called U.S. Communities.

When supplies are purchased from Office Depot, it is expected that the supervisor shall provide oversight. Purchases from other vendors outside of Office Depot shall require prior approval from the Associate Chief Financial Officer. Purchases that are considered excessive and are not in support of the function of the department shall be disallowed. These include but are not limited to purchases of candy, cookies, or items that are not office supplies.

Employees who purchase in the Office Depot store are reminded to obtain a Store Purchase Card in the name of their Department. The Store Purchase Card will bill directly to the Eckerd College account and will use the United States Communities discount. If employees do not have a Store Purchasing Card from Office Depot, they can request one from the Business Office.

11.0 Policy Variations

Collegiums and departments may implement more stringent expenditure policies, as long as those policies do not contradict the policies herein

12.0 EXCEPTIONS NOT COVERED BY THIS POLICY

The College recognizes that emergencies arise and unusual situations occur; many of these situations are unique. Employees must send requests for exceptions to the Plan in writing through their supervisor to the Chief Financial Officer or designee.