

**State University of New York at Fredonia
Expenditure/Reimbursement Guidelines**

These guidelines have been established using guidance from the Office of the State Comptroller, the Office of General Services, and SUNY System Administration

July 1, 2019

The following guidelines are intended to assist University personnel with determining if an expenditure is allowable from state funds. State funds include revenue offset, DIFR, IFR, and SUTRA funds. To satisfy state audit requirements, Finance and Administration staff may require written justification regarding how the item purchased or service rendered is program or mission related and/or beneficial to the University. Please address any questions regarding this document or items not addressed in this document to the University Accounting Office (x3467) and/or the Purchasing Office (x3438).

For questions regarding the use of FSA funds, College Foundation funds, or Research Foundation funds, please contact the custodian of those funds.

Category	Transaction Type / Fund (State purpose, DIFR, IFR or SUTRA)	Allowable Yes/No	Special Comments	
ALCOHOL	Alcoholic Beverages	No		
AWARDS	Employee Awards, Certificates, Plaques, etc.	No		
	Student Awards, Certificates, Plaques, etc.	No	Exception is Dean's List Certificates	
CANDIDATE (FOR NEW YORK STATE POSITIONS) AND/OR GUESTS (SPEAKERS, CONSULTANTS, STUDENT RECRUITS) TO CAMPUS EXPENSES	Travel expenses (to & from campus)	Yes	Commercial transportation may be purchased on the existing NETcard through Concur and/or via candidate/guest reimbursement on a Travel Voucher. Be sure to identify that you are calling from a state agency and are tax exempt. Receipts must be itemized. Budget restrictions may apply.	
	Rental Vehicle	Yes	Must be rented by candidate/guest and reimbursed on a Travel Voucher. Mileage and dates of rental must coincide with Fredonia business.	
	Meals and food supplies at interview/meeting (Breakfast must be served on campus by FSA)		No	Alcoholic Beverages
			Yes	Candidate and employees/students (not spouses or family of candidate)
			No	Guest and employees/students (must use other funds) with the exception of Admission's recruitment events
			Yes	Maximum of 3 employees and/or Fredonia students when candidate has no available business hours and meal time is last resort. Meal expense cannot exceed Per Diem Rate.
			No	For any employee and/or student over the maximum of 3, without prior written approval from Director of University Accounting.
	Lodging expenses		Yes	On-campus housing
		No	Off-campus lodging is not an allowable expense unless written verification of no availability of on-campus housing is submitted with voucher.	
CANDIDATE EXPENSES - FACULTY/STAFF	Moving expenses	Yes	In accordance with SUNY Policy #8200 and employment contract letter.	
	House hunting expenses	No		
CARDS & POSTCARDS	These include Holiday, Birthday, Sympathy, Congratulatory, Invitations, etc.	No	The only exception is for the recruitment and retention of students	
CHEMICALS & OTHER HAZARDOUS MATERIALS	Must be purchased via qualified personnel, familiar with the proper handling and storage. If there is any doubt, contact Environmental Health & Safety at x3796	With proper procedure	Per The Federal "Hazard Communication" Law and New York State's Right-To-Know Law, NYS employees must have SDS documentation on file in the Environmental Health & Safety Office along with annual training to the employees that are using the products.	
CONSULTANTS (business)	Program-related consultation or professional, speaker, performer, guest lecturer, etc	Yes	An Agreement of Service must be reviewed by University Services or The Purchasing Department before engagement with any consultant. Businesses are paid via a purchase order. An invoice with receipts as back up must be turned in when the service is completed for payment. Payments to individuals, who are not state employees, are classified and processed as Honorariums.	
CONTRIBUTIONS	Cash donations, gift cards, gift certificates, and gift items	No		

DUES	Institutional	Yes	Membership must be in the name of SUNY Fredonia and not an individual.
	Individual Membership to:		
	Civic or Service Club	Yes	Membership must benefit the University and be in the name of the University.
	Professional Organizations	Yes	Membership must benefit the University and be in the name of the University.
	Professional Licenses	Yes	If the license is required for the position and benefits the University.
	Subscriptions	Yes	Higher Education or professional in the name of the University and to the benefit of the University.
	Amazon Subscriptions	No	
ENTERTAINMENT CONTRACTS		Yes	With prior review and approval of the terms and conditions by the Director of University Services.
FLOWERS	Instructional Purposes	Yes	When used in course instruction, i.e. Art class.
	Congratulatory/Funeral/Illness: Employee & Immediate Family, Students and sporting events	No	
	Administrative Professionals Day or any other holiday	No	
	Friends/Donors/Non-employee	No	
GIFTS & GIVEAWAYS	Personal/Appreciation/Memorial/Retirement/Special Occasions	No	
	Volunteers/Employees/Donors	No	
	Non-employee/Speaker	No	
	Recruitment items	Yes	With prior review and approval from division Vice President. This must be submitted with quote to Purchasing.
GRADUATION REGALIA	Caps, Gowns, Cords, Stoles, etc.	No	Not for students or employees.
	Honors Gold Tassels for SUNY Fredonia Honors Program participants	Yes	Must be part of the Honors Program.
HONORARIUM (individual)	Employees from New York State Agencies	Yes	Must have a program purpose and be processed via New York State Payroll. Must have an agreement of service reviewed and signed by University Services. If a Fredonia employee, the service must not be related to their NYS job duties/description.
	Non-employee/Speaker	Yes	Must have a program purpose and an agreement of service reviewed and signed by University Services prior to the commitment
OFFICE SUPPLIES	Breakroom supplies (coffee, paper plates, hand sanitizer, tissue, band aids, first aid kits, etc.)	No	
	Decorations -- Holiday, pictures, art for office décor, flowers	No	
	In Home Office Expenses	No	No in-home office expenses are allowable unless the in-home office is officially designated (in HR records) as an official workstation for the employee.
	Small appliances	No	No air conditioners, fans, heaters, microwaves, refrigerators, coffee makers, water purifiers. Exception is when replacing an existing State owned shared unit. Procurement must be made via a requisition and reviewed by Facilities Services.
	Cleaning, Disinfecting, Diffusers, or Air Purifiers	No	Contact Facilities Services - Janitorial
PARKING PERMITS OR TRAFFIC VIOLATIONS		No	
PUBLIC RELATIONS	Fund Raising Activities, Alumni Activities, Meals, Admissions Charges	No	
	Donations for name recognition, sponsorship of social events, etc.	No	
	Publicity Advertising	Yes	Must be for the advertising of Fredonia events and/or the recruitment of faculty/staff/students and approved by the Public Relations Team. Publically displayed banners are included.

REFRESHMENTS FOR DEPARTMENT USE AND MEETINGS		No	Includes food, bottled water, coffee, soda, water coolers, alcohol, etc.
SHIPPING		Yes	Standard shipping is allowed. If shipping is over \$100, a copy of the original itemized invoice must be submitted. Expedited/rushed shipping charges are not allowable without prior Vice President approval.
SOCIAL MEDIA		No	
SOFTWARE AND COMPUTER HARDWARE	Software	Yes	Must be approved by ITS, Data Security, and University Services if not on state contract. All software must be in the University's Name and registered to ITS.ServiceCenter@fredonia.edu. All software must be purchased via a purchase order. Renewals are not exempt.
	Printers	Yes	Must be approved and quoted by ITS and purchased via a purchase order.
	Computers	Yes	Must be approved and quoted by ITS and purchased via a purchase order.
	All other electronic devices	Yes	All electronic devices (iPads, Net/Note books, etc.) must be quoted via ITS. All devices must be registered in the University's Name and registered to ITS.ServiceCenter@fredonia.edu. All devices must be purchased via a purchase order and reported to Property Control.
STUDENT-RELATED ACTIVITIES	Awards	No	
	Freshmen, Transfer, Jump Start, and Orientation	Yes	Must have program purpose. Agenda or outline are required.
	Travel	Yes	Must be related to course, program or job duties and have itemized receipts. Refer to the Accounting Office's webpage for travel rules and per diem rates. Budget restrictions may apply.
	Food supplies for department orientations, receptions, and graduation events.	No	State funds are not to be used for meals or food. Exception is for off campus recruitment events in excess of 35 miles and New Student Acceptance Event.
	Monetary donations or gifts/gift cards to Student Association Groups	No	
TRAVEL	When in Travel Status	Yes	In accordance with OSC Travel Manual and Fredonia's Guidelines #810, #811 and #812. See http://www.fredonia.edu/admin/accounting/TravelPolicy.asp .
	Gratuity	Yes	If gratuity is customary the amount paid should be an amount that is generally acceptable, but not to exceed 20 percent.
	Registration fees for attendance of community sponsored programs, seminars, workshops, conferences	Yes	If related to job duties and with advance approval, documentation required.
TRAINING	CPR Training	No	Exception of Building Safety Coordinators, Resident Directors/Assistants
	Certification Test Fee(s) & Recertification	Yes	When it benefits the University or is required for a position. Fees will be reimbursed to the employee upon successful completion of test and/or providing a copy of their new or recertified license. No Student will be reimbursed for certification, recertification, or test fees.
UNIVERSITY, COLLEGE, SCHOOL OR DEPARTMENT ACTIVITIES	Attendance at community sponsored programs, seminars, workshops, conferences, and continuing education courses	Yes	If related to job duties and with advance approval, documentation required.
	Faculty/Staff Retreats, Planning and Administrative Training Meetings, Faculty/Staff Orientation	Yes	Activities organized to specifically enhance employee performance and communication or operation of division/department. Formal agenda, purpose of meeting, and roster are required. Food and drinks are not allowable.
	Working Lunches	No	
	Department Social Activity	No	
	Faculty/Staff Receptions	No	Includes retirement receptions, personal occasions, planning meetings, retreats, etc.

