

This grid is to be used as an aid to assess availability of the type of University funds prior to making commitments. It is not intended to cover every situation that may occur.

TYPE OF EXPENDITURE	State Funds	Federal Funds	Donations & Contributions to CU	Agency Funds	Self-Generated Funds Must be Program Related	79.2 Funds	Foundation Funds
						Athletic, Vending & Stu. Activities	Disbursed Directly
1. Personal Expenditure	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable
2. Employee Spouse Meals	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
3. Employee local meal when University business related with visitors, guests, job candidates, students, advisory committees, industry committees, search committees, college/department retreats, seminars, colloquiums, picnics, working/planning/ staff meetings, open house, receptions, speakers, lecturers, artists, performers, etc. (Payments are usually due to restaurants, caterers, grocery stores or reimbursed to an individual)	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
4. Local or out-of-state meals for official University visitors, guests, job candidates, or students state meal regulations	Allowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
5. Local or out-of-state meals for official University visitors, guests, or students above state meal regulations	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
6. Local or out-of-state meals for job candidates above state meal regulations	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
7. Overnight accommodations for employees and job candidates within 50 miles of home or office	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
8. Overnight accommodations for official visitors within 50 miles of home or office.	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
9. Spousal Travel for the President	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
10. Spousal Travel for a VP or designee if official party designated by President's Office	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
11. Spousal travel for a VP or designee if asked to represent the President	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
12. Spousal travel for job candidate	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
13. Social entertainment among peers.	Unallowable	See Footnote (2)	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable
14. Home entertainment for official guest of the Univ	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
15. Dept sponsored campus entertainment for official guest of the University	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable

(1) State funds can be used for employee recognition (plaques, certificates, similar recognition events is limited to no more than \$50 cost -noncash)

(2) Unallowable unless federal regulations state otherwise.

(3) Unallowable unless the donor agreement or agency agreement allows.

4) Self-Generated funds must be expended to fulfill the purpose of the fees collected. Disbursements must be program related for Funds 12, 14, 16.

STATEMENT: Disbursements
 SUBJECT: Expenditure Guidelines
 TOPIC: Grid of Allowable/Unallowable Funds
 DATE: January 1, 2007

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16. Spouse-sponsored campus entertainment for official guest of the University	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
17. At home, dept-sponsored, spouse-sponsored, campus entertainment for employee morale.	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
18. Alcoholic Beverages	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
19. Coffee Service for campus offices	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
20. Nonmeal expenses of employees at official function where attendance required including event tickets, cap and gown rental, tuxedo/gown rental.	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
21. Nonmeal expenses of official visitors at official functions including event tickets. Cap and gown rental.	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
22. Noncash gifts, flowers, parties for employees: Birthdays, new recruits, retirements, weddings, illness, hospitalization, Christmas parties/gifts/cards, or funeral flowers.	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
23. Plaques, flowers, and parties - Others.	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
24. Plaques, certificates of achievements, similar recognition events - Employees	See Footnote (1)	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
25. Noncash gifts/awards to non-employees - business/public relations purposes: campus event tickets, plaques, certificates, wedding gifts, Christmas gifts and cards	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
26. Memberships of employees to organizations if benefits the Univ and Univ membership unavailable	Allowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
27. Memberships of employees to organizations if benefits the Univ and Univ membership available	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
28. Personal use of club memberships	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable
29. Commerce Club dues	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable

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