

TOPIC: Grid of Allowable/Unallowable Funds

DATE: January 1, 2007 rev. 9/2023

*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 Appropriations, Student Tuition & Fees	Federal Funds	Donations & Contributions to Clemson University	Agency Funds (Fund 49)	Self-Generated funds that are not State Appropriations, Student Tuition & Fees (4)	Athletics, Vending, Auxiliaries & Student Orgs	Foundation Funds 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, industrial 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 University	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
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

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19. Coffee Service for campus offices	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
20. Non-meal expenses of employees at official function where attendance required including event tickets and cap and gown rental	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	Allowable
21. Non-meal expenses of official visitors at official functions including event tickets and cap and gown rental	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
22. Noncash gifts, flowers, parties for employees:	Unallowable	Unallowable	Unallowable	Unallowable	Allowable	Allowable	<b>See Below</b>
a. Gifts (Employees)	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Unallowable - Gifts for events of a personal nature (birthdays, promotion, separation, goodwill) not permitted
b. Gifts (Retirement)	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable - Limited to \$250
c. Staff functions	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable - Annual staff functions for employee appreciation and/or recognition events permitted
d. Flowers; Memorial Contributions	Unallowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable - Flowers for hospitalization and flowers/memorials for funerals may be sent to employees and their immediate family members, limited to \$125
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 University and University membership <b>unavailable</b>	Allowable	See Footnote (2)	See Footnote (3)	See Footnote (3)	Allowable	Allowable	Allowable
27. Memberships of employees to organizations if benefits the University and University membership <b>available</b>	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. Social Club dues	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable
30. Football Tickets	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Unallowable	Allowable

(1) State funds can be used for employee recognition (plaques, certificates, similar recognition events are 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.