

## EXPENDITURE GUIDELINES

### Fund Code Group: 140000 to 149999

### FUNDING SOURCE - State Funds classified as: Student Government

This fund source primarily consists of Revenues collected from students during enrollment. These activities are an integral part of the University and in direct support of and closely related to the activities of our students and the mission of the University.

This fund has a greater autonomy for use by the University to enhance University activities not normally allowed to be covered under other funding sources. Expenditures under this fund must provide a direct bona fide benefit to the greater student body and the planned activities within the mission of the Student Government of the University of North Florida as approved by our President.

While these funds have a greater autonomy than other University held funds, activities funded from this fund source are governed by the general guidelines for reporting revenue and expenditures as outlined by the Statutes of the State of Florida, the Florida Administrative Code, Policy and Procedures adopted by the Florida Board of Governors, University Board of Trustees directives and University policy and procedures and the Student Government.

The following list is provided with the intent of offering some general guidelines to the University Community in our daily operations. It is not intended to be a complete list but to provide insight into the general nature of certain types of expenditures. Given the general nature of these funds to support student activities, it is not normally permissible to transfer expenditures to other University funding sources or to pay student activities directly from other University sources due to the differences in the intended use and purpose of the fund sources. In considering what items that should appropriately be paid from Student Government Funds, departmental staff should consider the appropriateness of the purchase and the intended use in support of the departments operations and the Greater Mission of SG and the University. We should be prudent of our expenditure of these funds to be good stewarded of our University's resources.

## EXPENDITURE GUIDELINES

<u>EXPENDITURE DESCRIPTION</u>	<u>Allowable</u>	
	<u>Yes</u>	<u>No</u>
<b><u>Accessories/Decorative Items:</u></b>		
Desk accessories (pen/clock set, etc.)		No
Clocks, pictures, globes, potted plants, etc		No
Logo supplies	Yes	
<b><u>Food and Beverages Purchases:</u></b>		
Alcoholic Beverages * <i>May only be purchased from Foundation funds.</i>		No
Refreshments for Institutional meetings and seminars <sup>(1)</sup>	Yes	
Refreshments for staff meetings <sup>(1)</sup>	Yes	

(1) Indicates that prior approval must be obtained and are either paid for from fees collected or are specifically authorized by a granting agency-SG.

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#### EXPENDITURE DESCRIPTION

#### Allowable

**Yes      No**

Retirement (\$50 or less through Human Resources) <sup>(1)</sup>	Yes	
Longevity – for 5 year increments (\$50 or less through Human Resources) <sup>(1)</sup>	Yes	
Departmental Sponsored Awards <sup>(2)</sup>	Yes	
The Excellence Awards Program <sup>(3)</sup>		N/A

- (1) *These awards must be part of a sanctioned HR recognition activity for University employees.*  
 (2) *Where departmental recognition awards such as the Spirit Awards are presented to employees for “Service Beyond the Call of Duty” or for Exemplary Service to the University community, SG Funds may be used in support of the recognition.*  
 (3) *As part of the coordinated effort by the President’s initiative, the Recognition & Rewards Committee, and the Office of Human Resources, qualified University employees may be nominated for awards and receive special recognition based on their contributions in fulfilling the University’s commitment to excellence, focus, relevance and accountability.*

#### Promotional Items (Logo Items)

Mugs, pens, bags, folders	Yes	
Tee-shirts / Clothing items <sup>(1)</sup>	Yes	

- (1) Clothing items may be purchased by SG in support of student related activities and events or where identification of certain individuals as UNF staff or SG representation is essential to the work being performed, or where specifically authorized by SG in the normal conduct of SG business.

#### Public Relations and other Misc. Items

Business Cards	Yes	
Congratulatory/Condolence Telegrams		No
Flower arrangements (cut flowers, including bereavements)		No
Holiday greeting cards (including the purchase/printing/postage)		No
Rental space for University Celebrations, including seasonal holidays	Yes	
Invitations for Official University functions such as meetings, conferences, or training activities	Yes	

#### RECRUITMENT SEARCH/SCREENING ACTIVITIES

##### ***For Non-travel Status activities:***

Advertising, printing, postage	Yes	
Meals for committee members	Yes	

##### ***Entertaining Visitors:***

Meals for employment candidate <sup>(1)</sup>		No
Meals for candidate’s spouse		No
Gratuities for Meals <sup>(1)</sup>		No
Taxes on meals		No

- (1) Meals are only reimbursed for individuals in approved travel status and only per diem allowances are provided. Itemized receipts are required. Meals for Candidate Spouses or other entertainment expenses for meals may be paid from Concession Funds or from the Foundation.

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	<u>Yes</u>	<u>No</u>
<b><u>Travel and Travel Related Expenses</u></b>		
Travel cost for employees or other approved travelers on Official University <sup>(1)</sup>	Yes	
Interviewing Candidates	Yes	
Student candidate for an Academic program		No
Student Travel expenses <sup>(1)</sup>	Yes	
Hotels & Lodging taxes-In status travel (including out-of-state sales tax)	Yes	
Employee Vehicle Mileage, Car Rentals	Yes	
Meals at the state or federal per diem rates as appropriate	Yes	
Car Rentals, including gas for rental	Yes	
Employee or staff Vehicle Mileage, (A mileage log should be kept if claiming more than map mileage)	Yes	
Gas for State owned vehicles	Yes	
Gas for personal vehicles		No
Travel cost for holiday activities		No
Travel cost to community banquets <sup>(2)</sup>	Yes	
Student candidate for an Academic program		No
Gratuities for meals in travel status		No

- (1) For official business of the University or Student Government, authorized travelers in Travel Status may be reimbursed in accordance with FS 112.061. Students who are candidates for admission to the University are generally required to pay their own travel to and from the University. While student travel is not authorized from any University Fund except Student Government, where travel is authorized by SG, students may be reimbursed for travel expense.
- (2) Travel expenses to and from Receptions, Celebrations, and Banquets, are deemed appropriate from SG funding as part of the cultural traditions of a University, and are generally viewed as business related expenses SG with appropriate approval from SG.

### **COMMENCEMENT & GRADUATION** <sup>(1)</sup>

Catering	Yes*
Rental of space	Yes*
Printing, supplies and related costs	Yes*

- (1) Commencements are a vital part of the mission for the University and are not generally viewed to be an expense of the SG. However, with SG's approval, these activities may be contributed to by SG since they are in direct support of students. However, it would not be appropriate for any travel expenses related to commencements to be covered by SG.

### **STAFF DEVELOPMENT & STAFF RETREATS**

Catering <sup>(1)</sup>	Yes
Rental of on-campus space <sup>(2)</sup>	Yes
Travel costs <sup>(3)</sup>	Yes

- (1) Catering for SG staff development may be paid from SG where specifically authorized by the SG ruling authority meeting the SG needs and requirements.
- (2) Rental of space for conference rooms is an allowable expense for all funds for approved activity.

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#### EXPENDITURE DESCRIPTION

#### Allowable

Yes      No

- (3) Individual lodging rooms may not be paid for overnight stays, unless it is for an authorized traveler from outside the general headquarters. Travel expenses related for staff retreats may be allowed in accordance with FS 112.061.

#### EQUIPMENT PURCHASED FOR OFFICIAL USE

Computers and other office equipment used in the normal operating of the Department, as provided by the specific grant. <sup>(1)</sup>	Yes	
Refrigerators, Stoves, Microwave or Toaster ovens <sup>(1)</sup>	Yes	
Fans <sup>(2)</sup>		No
Portable heaters <sup>(2)</sup>		No
Coffeemakers, Servers <sup>(1)</sup>	Yes	

- (1) Student Government should provide specific authorization from the SG Senate as documentation for these purchases in accordance with SG bylaws.
- (2) Portable Fans and Heaters are not allowed from any funding sources.