

SUNY Oswego
Expenditure Reimbursement Guidelines
 January 1, 2008

Category	Transaction Type	State, IFR SUTRA, DIFR Funds	Special Comments
1. These guidelines are intended to assist college personnel with determining which fund types may be used for various expenditure categories.			
2. There may be some exceptions that cannot be fully disclosed in this document; see General Guidelines, #5.			
3. Administration may require written justification regarding how the item purchased is program related and/or for the benefit of the College.			
4. Original itemized receipts are required for reimbursement of meals.			
ALCOHOL	Alcoholic Beverages	No	
AWARDS	Employee Awards / Student Awards Incentive Programs	Yes	Must be part of an Award/Incentive Program approved by the President
CARDS	Holiday/Greeting Cards	No	
DUES	Institutional	Yes	Membership must be in the name of SUNY Oswego and not an individual
	Individual Membership to:		
	Civic or Service Club	No*	* Unless membership benefits college - Dean/VP must justify exception
	Professional Organizations	No*	* Unless membership benefits college - Dean/VP must justify exception
	Professional Licenses	No*	* Unless membership benefits college - Dean/VP must justify exception
ENTERTAINMENT CONTRACTS		Yes	Contact the Purchasing Department for contract guidelines
FLOWERS	Instructional Purposes	Yes	When used in course instruction, e.g. Art class
	Congratulatory/ Funeral/Illness: Employee & Immediate Family	No	
	Administrative Professionals Day	No	
GIFTS & GIVEAWAYS	Personal / Appreciation / Memorial	No	

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	Promotional	Yes*	*Items should be directly related to program mission; justification required
CONSULTANTS	Program-related consultation or professional advice.	Yes	Pay from actual receipts
HONORARIUMS	Employee from NY State agency	Yes	Paid with regular state payroll; contact Human Resources
	Non-employee	Yes	See http://www.osc.state.ny.us/agencies/accmanual/special/60100.htm
MEALS	Employee Meals:		
--Food and Beverage	Department Social Activity	No	
	Faculty Orientations/Receptions	No*	* See "University, College or Departmental Activities" below
	General Faculty / Staff Meetings (luncheon / breaks)	No*	* See "University, College or Departmental Activities" below
	Gratuities (tip):	Yes	If gratuity is customary the amount paid should be an amount that is generally acceptable (not to exceed 20%).
	Student Meals:		
	Residence Hall or Athletics Programs	Yes	
	Orientation, Formal Receptions w/ program or Dept Graduation / Activities	Yes*	* Students only; <i>employee</i> meals are not an appropriate State / IFR expenditure
	Appliances, water coolers etc:		
OFFICE EXPENSES	Common Area, i.e. building break room	Yes	Discretion should be used in purchasing this category Appliances must have the energy star label

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	Individual departments or offices	No	Air conditioners must be approved in advance and installed by Facilities
	Decorations -- Holiday, pictures, art for personal office décor	No	
RECRUITMENT EXPENSES	Hiring New Employees (for searches below the rank of Dean):		
	Travel expenses (to & from interview)	Yes	Transportation / hotel reimbursed to candidate only
	Meals taken at interview	Yes	For candidate meal only; itemized receipt required
	Moving expenses	Yes	In accordance with SUNY Policy #8200
REFRESHMENTS FOR DEPARTMENT USE AND EXPENSES		No	Includes bottled water, coffee, soda, etc.
UNIVERSITY, COLLEGE OR DEPARTMENT ACTIVITIES	Community Related Programs, Seminars, Workshops, Conferences and Continuing Education Courses	Yes	College Sponsored self-supporting event where a majority of participants are not College employees. Advance approval and documentation required. Expenses may include meals, refreshments, entertainment, flowers.
	Faculty/Staff Retreats, Planning and Administrative Training Meetings	Yes	Activities organized to specifically enhance employee performance and communication or operation of organization/unit. Expenses may include meals (meals require advance approval of the Dean/ Vice President). Formal agenda and statement of business purpose required
	Faculty/Staff Orientations/Receptions	No	