

SUNY Oswego Expenditure Reimbursement Guidelines

- These guidelines are intended to assist college personnel with determining which fund types may be used for various expenditure categories.
- There may be some exceptions that cannot be fully disclosed in this document; see General Guidelines at the [Travel Office webpage](#).
- Administration may require written justification regarding how the item purchased is program-related and/or for the benefit of the College.
- Original itemized receipts are required for reimbursement of meals.

Categories / Transaction Types, Funding Permissibility, and comments:

1. Alcoholic Beverages – No
2. Employee Awards / Student Awards / Incentive Programs – Yes
Must be part of an Award/Incentive program approved by the President
3. Holiday / Greeting Cards – No
4. Dues
 - a. Institutional – Yes
Membership must be in the name of SUNY Oswego, not an individual
 - b. Individual Membership Civic or Service Club – No
Unless the membership benefits the College, the Dean/VP must justify exception (Section 14.)
 - c. Professional Organizations – No
Unless the membership benefits the College, the Dean/VP must justify exception (Section 14.)
 - d. Professional Licenses – No
Unless the membership benefits the College, the Dean/VP must justify exception (Section 14.)
5. Entertainment Contracts – Yes
Contact the [Purchasing Department](#) for contract guidelines
6. Flowers
 - a. Instructional Purposes – Yes
When used in course instruction, e.g., Art Class
Congratulatory / Funeral / Illness of an Employee or Family member – No
 - b. Administrative Professional Day – No
7. Gifts and Giveaways

- a. Personal / Appreciation / Memorial – No
 - b. Promotional – Yes
Items should be directly related to program's mission; justification required
8. Program-related Consultation or Professional Advice – Yes
Must pay from actual receipt
9. Honorariums
- a. Employee from NY State agency – Yes
Paid with regular state payroll; contact [Human Resources](#)
 - b. Non-Employee – Yes
Please see the [NYS Comptroller Non-Employee Honoraria Requirements](#)
10. Meals
- a. Employee Meals
 - i. Department Social Activity – No
 - ii. Faculty Orientation / Reception – No
See "University, College or Departmental Activities" below
 - iii. General Faculty / Staff Meetings – No
See "University, College or Departmental Activities" below
 - b. Gratuity (Tips) – Yes
If gratuity is customary, the amount paid should not exceed 20%.
 - c. Student Meals
 - i. Residence Hall or Athletics Programs – Yes
 - ii. Orientation, Formal Receptions with program or department graduation / activities – Yes
Students only; employee meals are not an appropriate State / IFR expenditure
11. Office Expenses
- a. Appliance / Water coolers / etc.
 - i. Common Areas, e.g., building breakrooms – Yes
Discretion should be used in purchasing this category. Appliances must have the Energy Star label.
 - ii. Individual departments or offices – No
Air conditioners must be approved in advance and installed by Facilities
 - b. Decorations (Holidays, pictures, art for personal office décor) – No
12. Recruitment Expenses (Hiring New Employees (searches below the rank of Dean))
- a. Travel expenses (to and from interview) – Yes
Transportation / hotel reimbursement to the candidate only
 - b. Meals had at interview – Yes
For candidate meal only; Itemize receipt required
 - c. Moving expenses – Yes
In accordance with [SUNY Policy #8200 Moving Expenses](#)

13. Refreshments for Department Use and Expenses – No
Including bottled water, coffee, soda, etc.

14. University College or Department Activities

a. Community Related Programs, Seminars, Workshops, Conferences, and Continuing Education Courses – Yes

A college-sponsored, self-supporting event where most participants are not college employees. Advance approval and documentation are required. Expenses may include meals, refreshments, entertainment, and flowers. Faculty / Staff Retreats, Planning and Administrative Training Meetings – Yes

Activities designed to improve employee performance, communication, or overall operations. Expenses may include meals (with advance approval from the Dean or Vice President). A formal agenda and clear business purpose are required.

b. Faculty / Staff Orientations / Receptions - No