



# Expenditure Policy & Procedures

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## Policy Statement

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The Florida State University Foundation (Foundation), established in 1960, is a non-profit Florida corporation exempt from federal income taxes under Internal Revenue Code Section 501(a) as an organization described in Section 501(c)(3) and organized under Section 1004.28, Florida Statutes as a Direct Support Organization (DSO) of the Florida State University (University). The Foundation enhances the academic vision and priorities of the University through its organized fundraising activities and funds management. The Foundation is responsible for soliciting and administering gifts from private sources to support the academic mission of the University. Academic support includes salaries, scholarships and other student aid, research, construction of capital projects, equipment and supplies, travel and entertainment as well as other program related expenses.

The Foundation has a fiduciary responsibility to donors to ensure that funds are utilized in accordance with the terms and conditions of their gifts. This standard, commonly referred to as “donative intent”, is the primary limitation on the expenditure of Foundation funds. There are additional restrictions that apply universally to the expenditure of Foundation funds. Some of these represent controls intended to enhance the fiduciary function of the Foundation, while others emanate from the various legal and administrative constraints within which the Foundation operates. Unless indicated otherwise in this policy, departments should follow all FSU policies regarding expenditures.

In spending Foundation funds, the Foundation and University require accountable officers to exercise good judgment, display just prudence, and maintain a high sense of ethics in making expenditure decisions. Payment requests will be monitored for reasonableness. Funds that are comprised of gifts and bequests made for specific purposes must be rigorously administered by the Responsible Party, Dean/Director/Department Head/Chair (DDHC) and/or Budget Manager to ensure that such funds are used solely for purposes prescribed by the donor. It is recommended that the department maintain a record of donor restrictions for each fund in order to assist in compliance.

All payment requests and P-card expenses must have appropriate documentation and justification showing that the expenditures fall within the fund guidelines and contain a clearly stated business purpose. The Foundation Expenditure Policy and Procedures are intended to be used as a guideline and can be revised or changed at any time as deemed necessary. If you have additional questions, please contact the Foundation [Accounts Payable](#) office directly for further guidance.

## Modifications and Reviews of Policy

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This policy is maintained by the Accounting Office of the Foundation. Reviews take place annually no later than March of each fiscal year. Modifications and recommendations are presented to the Executive Management Team of the Foundation for review and final approval.

## Travel and Entertainment

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### Business Purpose and Justification

Requests for travel reimbursement must contain justification and business purpose, as well as dates and times of travel. The time the traveler began and ended the trip is required to calculate proper per diem or allowable meal reimbursement. If the travel is to a conference or professional meeting, a conference agenda or meeting itinerary must be provided. The Foundation does not pay for travel upgrades of any kind such as first class or preferred seating without documented justification and pre-approval, where necessary. Please contact Foundation Accounts Payable for pre-approval requirements. When a traveler with a documented accommodation for a disability incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel, those excess expenses will be reimbursed to the extent that they were reasonable and necessary. All such claims for reimbursement shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990. All first-class travel requires pre-approval by the respective Vice President or Provost and Foundation Chief Financial Officer (CFO) prior to booking travel. The Foundation will not reimburse individuals for Travel Security Administration (TSA) pre-check enrollment fees offering expedited airport security screening.

Entertainment expenses that are unusual in nature which include, but are not limited to, ski lift tickets, show tickets, extravagant meals, golf outings and cruise excursions require written supervisory approval prior to purchase. The written approval must be attached to the payment request or other supporting documentation for the expense when submitted.

When travel is made to a foreign country, the conversion rate used to calculate the reimbursement must be included with the payment request. Any request submitted without proof of conversion, such as a printout of the exchange rate used or a copy of a credit card statement showing the transaction amount in U.S. dollars, will be returned to the department for revision. To properly reflect the daily fluctuation, use the exchange rate for the date of the transaction. An acceptable source can be found at [Oanda](#). Please be advised the best proof of conversion for a receipt is a copy of a bank or credit card statement showing the actual charge in U.S. dollars. Travel expenses that are processed within the FSU Concur system will not require this documentation since conversion rates are already calculated for the traveler based on the itinerary submitted. The date the expense was actually incurred must be used as the transaction date for proper currency conversion. Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach their destination.

### Lodging

Lodging can include the cost of the room, applicable taxes, internet fees, and hotel parking. Any additional costs will require written justification. Expenses related to movies, mini-bar or hotel amenities are not allowed by the Foundation. Laundry expenses may be permitted when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip. Room service and hotel restaurant charges will only be allowed if an itemized receipt is provided.

### Mileage

Mileage will be reimbursed at the per mile rate used by the University, currently 44.5 cents per mile with documentation supporting the calculated mileage amount (Google Maps, MapQuest, Yahoo, etc.). Travel

booked within the FSU Concur system will not require this documentation since mileage distances are already calculated for the traveler when mileage locations are entered into Concur. Please refer to the FSU Finance & Administration [Travel policy 4-OP-D-2-D](#) for more information. Per [IRS publication 463](#), mileage is to be computed from the employee's tax base. Gas expenses, in lieu of mileage, will be reimbursed only when a state-owned, Foundation-owned, or rental vehicle is used for the trip. Travelers should exercise good judgment when deciding whether to rent a vehicle or claim mileage reimbursement. If mileage is being claimed, proof of distance must be submitted with the request.

No traveler is allowed either mileage or transportation reimbursement when they are gratuitously transported by another person or when they are transported by another traveler who is entitled to mileage or transportation reimbursement.

## Car Rental, Taxis, Uber, Lyft, Car Services and Other Transportation

It is strongly recommended that vehicles are rented using the State of Florida contract, currently held by Avis Rent-A-Car. The traveler should secure a car that is appropriate based on the circumstances under which the business trip occurs such as transporting senior University leadership, board members, donor prospects or other distinguished guests. As a general rule, if the daily rental car rate exceeds \$50, an explanation of the business purpose for the costlier vehicle is required and must be submitted with the payment request. When using the State contract, refueling charges are allowed, as this is addressed in the contract. Refueling charges are to be avoided if not using the State contract.

Taxi fares must include pick up and drop off locations along with the business purpose of the trip (example: Airport to hotel). Taxi fares that are not business related are not allowed. The Foundation will allow gratuities up to twenty percent (20%) of the cost of the fare.

Use of a car service is allowed only if rates are comparable to that of general taxi services for the location. Exceptions require an explanation of business purpose. Other Transportation, such as subway, train and metro fares, must include the business purpose of the expense.

## Guest Travel

If a guest or family member accompanies the traveler and additional costs are submitted for reimbursement, a Guest Travel Form must be attached to the payment request. For FSU employees and guest travelers, use the [Guest Travel Form](#) found on the FSU Controller's Office website. For FSU Foundation employees and guest travelers, use the Guest Travel Form – FSU Foundation found on the FSU Foundation portal website under Portal Forms > Accounting. All reimbursements for guest travel are taxable and will be handled through the FSU Payroll Office unless specifically excluded by law. Even benefits provided to an employee's family member are taxable as part of the employee's wages. For a detailed explanation of the various taxable fringe benefits, please refer to the [Taxable Fringe Benefits Guidance](#). Once a benefit has been provided to an employee, a [Taxable Fringe Benefits form](#) must be provided to the FSU Payroll Office within 30 days of the occurrence. Please refer to the FSU Finance & Administration [Payroll policy 4-OP-D-2-E](#) for more information.

## Student Travel

Students will follow the same guidelines and procedures set forth in the Foundation policy concerning business travel with the exception of traveling to a location on the [U.S. Department of State Travel Advisories](#) website. If traveling to one of these locations, please contact the FSU International Travel, Safety, and Risk Manager for guidance.

## Travel/Entertainment Meals

Only when a traveler is required to stay overnight for business purposes will travel meals be considered an allowable business expense, and the traveler must be in travel status to qualify for meals. For the purpose of calculating travel status when flying, travelers will be provided reasonable time to reach the airport from home and early arrival at airport before actual plane departure. Upon their return, travelers will be provided reasonable time to debark and claim their baggage. If the mode of transportation is a rental, state-owned, or personal car, travel status begins 50 miles outside of the traveler's work location. Breakfast, lunch and dinner are the only allowable meals and must be customary and reasonable. A cup of coffee, tea, bottle of water/soda or a snack bar is allowable in between meals.

The Foundation will allow gratuities up to twenty percent (20%) of the cost of the meal. When gratuities are automatically added to a bill, an additional tip above this service charge is not permitted if it exceeds the 20% threshold. Tip overages charged on an FSU T-card or P-card must be reimbursed. Exceptions may be granted if the overage is deemed to be negligible by Foundation Accounts Payable.

Alcoholic beverages may be included with entertainment meals if it meets the customary and reasonable standard for expenditures incurred while conducting University business. The Foundation follows FSU [Alcohol policy FSU-6.012](#) when making payments using Foundation funds for these types of expenses.

Reimbursement requests for entertainment meals and/or functions must include the identity of the attendees, their role and the business purpose. These names must be included with the payment request upon submission. If the names have been written on the back of the receipt, a copy of the back of the receipt must be provided.

## Per Diem

The following are the per diem allowances provided for meals per the FSU Finance & Administration [Travel policy 4-OP-D-2-D](#). These allowances are to be used in lieu of expenses actually incurred or when itemized meal receipts are unavailable. A traveler may not claim per diem nor be reimbursed for any meal that was made available at a conference, event or paid for by a third party.

Breakfast – when travel starts **before** 6:00 am **or** ends **after** 8:00 am = \$6.00

Lunch – when travel starts **before** 12:00 noon **or** ends **after** 2:00 pm = \$11.00

Dinner – when travel starts **before** 6:00 pm **or** ends **after** 8:00 pm = \$19.00

## Incidental Travel Expenses

The Foundation follows University policies on reimbursements for other incidental travel expenses. Please refer to FSU Finance & Administration [Travel policy 4-OP-D-2-D](#) for more information. Tips, for which receipts

are not provided such as hotel maid services and skycaps, should be listed out separately and must include the date and purpose. Bellmen/doormen tips should only be included on your day of arrival and day of departure from a hotel and only if your luggage exceeds carry-on bags.

## Organizational Sponsored Cruises

The Foundation adheres to guidance from [IRS publication 463](#) regarding travel that occurs on a cruise vessel to attend an onboard convention, seminar or meeting. Reimbursement may be provided to employees if all of the following criteria are met:

- The convention, seminar, or meeting is directly related to your trade or business
- The cruise ship is a vessel registered in the United States
- All of the cruise ship's ports of call are in the United States or in possessions of the United States

Costs related to family members or other guests accompanying the employee must be reported on the [Taxable Fringe Benefit form](#), submitted to the FSU Payroll Office within 30 days of the occurrence and will be taxable to the employee.

Organizational sponsored cruises which occur on a foreign registered vessel or travel to a foreign port will be considered taxable to the employee and will be reported to the FSU Payroll Office.

When requesting reimbursement, documentation providing the following information should be included with the payment request and signed by the Responsible Party or DDDHC of the fund:

- The appropriate [Guest Travel Form](#), if the employee is accompanied by family or other guests
- The total days of the trip (not including the days of transportation to and from the cruise ship port)
- The number of hours each day that you devoted to scheduled business activities
- A program of the scheduled business activities of the meeting

## Memberships

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### Professional Organizations

When requesting payment for a membership, the payment request must indicate the benefit to FSU. Supervisory approval is required for individual memberships. Optional dues/fees assessed by the membership organization are not allowable business expenses.

### Recreational Organizations (Club Memberships)

The payment of club dues, including but not limited to Legends Hospitality and the Governor's Club, is a taxable fringe benefit and will be reported to the FSU Payroll Office. To substantiate business use of the club, FSU employees must furnish a usage log in order to decrease or alleviate the tax liability to the employee. The form must be submitted to FSU Payroll Services by October 31st of each calendar year using the [Club Usage Log](#). Personal use of a recreational club is considered a taxable fringe benefit and the value of these benefits is taxable to the employee. Payments for club dues and memberships that are determined to be personal in nature are subject to income, social security and medicare taxes and will be included in the employee's W-2.

## State Matched Funds

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The following applies only to endowments which have been approved or matched by the State of Florida:

### Eminent Scholar Funds

Eminent Scholar funds which have been matched, or approved for match, by the State of Florida, require that the funds be used to support the works of the Eminent Scholar. Funds may be used for salaries for the chairholder and those individuals directly associated with the chairholder's scholarly work and for expenses directly related to that scholarly work. All expenditures from these funds must explicitly state how the expenditure supports the works of the Eminent Scholar.

### Challenge Grant Funds

Challenge Grant funds which have been matched, or approved for match, by the State of Florida, require that the funds be used to support libraries, and instruction and research programs. These funds may not be expended for construction, renovation or maintenance of facilities or for the support of intercollegiate athletics.

## Purchases of Fixed Assets

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Purchases of fixed assets, capital improvements and renovations should be performed using prudent purchasing procedures, and should follow FSU procurement processes. This ensures competitive quotes or bids are obtained, when necessary. Purchases of assets greater than \$5,000 are inventoried by FSU Asset Management in the Controller's Office.

## Scholarships/Fellowships/Assistantships

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Scholarships, fellowships and assistantships are processed through FS4U – Finding Scholarships for You. Under no circumstances does the Foundation disburse payments directly to students for scholarships, fellowships and assistantships. Funds will be disbursed for any of these purposes unless the donor intent or restrictions specifically prohibit the use of one of these categories. It is the department's responsibility to ensure that students meet the criteria for receiving an award; however, Foundation staff will also verify a student's eligibility to ensure compliance.

Refer to the Scholarship Disbursement Policy & Procedures or FSU's [Student Payment Guidance](#) for more information.

## Employee Compensation

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Employee compensation can be paid using Foundation funds through the FSU Payroll Office. Appointments need to be set up using fund 599 in OMNI and the appropriate Foundation fund which is to be charged for the expenses. These appointments will route through the Foundation accounts payable staff to verify that the restrictions on the fund will allow for these types of payments.



## Student Loans

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A Foundation [Student Loan Application](#) signed by the student and the appropriate Dean or Vice President, or their designee, on the fund is required for all student loans, and loan recipients must be currently enrolled at FSU. The due date may not exceed 30 days from the date of issuance and must not extend beyond the student's expected graduation date. Once the Foundation has approved the Student Loan Application, a check will be issued to the student by FSU Student Business Services. The student will be required to sign a promissory note upon receiving the check from FSU Student Business Services and will have a maximum of 30 days to repay the student loan. If outstanding loans are not paid by the due date indicated on the promissory note, an academic hold will be placed on the student's record and collection efforts may commence. No new loan will be approved if the student has an existing loan outstanding.

## Payments to Non-Resident Aliens

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Honoraria payments to non-resident aliens for services performed in the United States should be planned in advance in conjunction with FSU Payroll Services before making commitments. Since payments to non-resident aliens are subject to specific and numerous statutes and regulations, the Nonresident Alien Tax Specialist of FSU Payroll Services must be consulted in advance to ensure the proper visa requirements are met. While Foundation funds may be used, actual payment must be made through FSU Payroll Services.

## Taxable Events

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Certain reimbursable expenditures are considered taxable events. Taxable events are reimbursements which are required by the IRS to be added to the individual's W-2. The following are examples of taxable events: cruise travel when on a foreign registered vessel or to a foreign port to attend an onboard conference, and allowable gifts to employees that exceed the *de minimis fringe benefits* rule. These payments are considered to be salary supplements, which cannot be paid directly to the individual but must be routed through the FSU Payroll Office. If the spouse of a job candidate accompanies the candidate, the expenses associated with the spouse are considered taxable to the spouse. The spouse's full name and social security number must be provided to the FSU Accounts Payable Office. Special note: Gift cards are considered to be cash equivalents by the IRS regardless of amount and are taxable to the recipient. FSU Payroll Services will not process taxes for gift cards; therefore, the Foundation will not reimburse or pay for gift cards intended for FSU or Foundation employees. The use of gift cards as research participation incentives is permissible provided they are not given to FSU employees. If a research participant is given gift cards equal to or exceeding \$600 in a calendar year, a 1099 is required to be issued to the individual. Gift cards cannot be used to pay a professional for their services.

Awards made to non-FSU individuals are taxable to the recipient as other income. Awards could include, but are not limited to, cash and non-cash prizes for competitions or golf tournaments.

Payments made to FSU employees for services rendered that fall outside of their job scope must be routed through the FSU Payroll Office. An Additional/One Time Pay Form must be used for these types of payments. Instructions for accessing and filling out the Additional/One Time Pay form can be found [here](#).

## Gifts of Recognition/Awards

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### Employee Awards

Foundation funds may only be used for awards to employees to the extent that the fund purpose will allow for these types of expenditures. All such expenditures must be reasonable and consistent with IRS regulations for business-related gifts, must conform to all applicable State and University policies, and justification/documentation must be presented to show that these gifts were in the best interest of the University.

The Internal Revenue Code regarding employee compensation will be followed. Non-cash gifts, prizes and awards provided to employees will be treated as taxable compensation subject to withholding and FICA tax rules. The tax code allows an exclusion of de minimis fringe benefits. The Foundation has established that a maximum value of \$100 will be considered a de minimis fringe benefit. Certain benefits are treated as taxable compensation regardless of the amount. These include season tickets to sporting or theatrical events, commuting use of an employer-provided automobile, membership in a private country club or athletic facility.

Gift cards are considered to be cash equivalents by the IRS regardless of amount and are taxable to the recipient.

Retirement recognition applied consistently to all full-time employees is permissible according to guidelines established by the IRS. The IRS generally allows, in these circumstances, for non-cash items up to \$400 in value to be given with no tax consequences to the recipient.

Before encumbering Foundation funds for gifts, Budget Managers should speak with the Foundation Accounts Payable Office to ensure that the expenditure is appropriate.

### Gifts in General

Sympathy, get well and congratulatory gifts may be sent on behalf of a department. Gifts sent on behalf of an individual are not permissible. Per IRS guidance, the Foundation has established that a maximum value of \$100 will be considered a de minimis fringe benefit. No gifts shall be reimbursed from a fund where the recipient of the gift is the Responsible Party, DDDHC, Budget Manager or anyone with signature authority without the approval of the University President, or his/her designee. No gift shall be reimbursed where the purchaser and receiver of the gift is the same person.

Gift cards are considered to be cash equivalents by the IRS and with the exception of the use of gift cards for research participant incentives, are not allowed to be purchased on Foundation funds.

### Parties for Employees

Parties for employees are reimbursable as long as the expenditures are consistent with the fund purpose and the party has a justifiable purpose in support of the mission of FSU. In order to determine reasonableness an employee headcount should be documented. Any expenditure found to be extravagant will be questioned.

## Gifts to Donors/Trustees

In general, gifts to donors for recognition of a specific donation are not appropriate. The Internal Revenue Code will be followed in regards to quid pro quo items for donors to Florida State University. The Foundation is required to document with the donor the “contribution” value of donations received. The contribution value is equal to the amount received by the Foundation less the value of what is given to the donor in return. The IRS has established Safe Harbor rules whereas de minimis gifts defined as the lesser of 2% of the donation received or \$113 (adjusted annually for inflation) are allowable. In regard to prospective donors/trustees, the IRS does not provide for specific dollar values that can be expended in solicitation of a contribution but does require the issuance of a 1099 for gifts that are equal to or exceed \$600 during a calendar year.

## Recruitment and Relocation of New Employees

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All recruitment and relocation agreements for FSU employees must follow [FSU’s Recruiting Incentives](#) policy and procedures and be documented and approved by the Associate Vice President of Human Resources.

Relocation expenses are either paid directly to the third-party vendor providing the moving services or funded by providing the employee with a one-time signing bonus. House hunting trips cannot be reimbursed to the prospective candidate; however, departments can offer a sign-on bonus to cover the expenses.

## Contracts

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When departmental funds are utilized, the Foundation adheres to FSU policy regarding contract review and approval by Procurement Services.

## Unallowable Expenditures

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Foundation funds, which include general development or discretionary funds, may not be expended for any activity or purpose that:

- Jeopardizes the Foundation’s status as a charitable organization as defined by the Internal Revenue Code Section 501(c)(3)
- Benefits the campaign of any candidate for public office
- Is intended to influence public legislation
- Is paid for, or inures to, the personal benefit of an individual
- May involve or create liability exposure for FSU
- Does not directly support FSU
- Is not considered a customary or reasonable expense incurred while conducting University business
- Fails to meet standards of equity and ordinary prudence in the management of the property of another

Some examples of expenditures that may not be paid from Foundation funds include:

- Fines, traffic tickets, parking tickets, impound and/or towing fees
- Office supplies that are not business-related, customary or reasonable

- Furniture or equipment that is not business-related, customary or reasonable
- TSA pre-check enrollment fees for airport security
- Passport fees and related expenses
- Personal items such as medical prescriptions, toiletries, personal hygiene, accessories or clothing that is not directly related to an academic initiative
- Non-work-related magazines or books
- Political campaign contributions
- Frequent meal reimbursements when only FSU employees are in attendance (these meal costs will be reimbursed only if there is a clearly stated University-related business purpose for each meal)
- Temporary or annual FSU parking permits or any annual parking fees for employees
- Membership fees for frequent flier clubs or airline VIP associations
- Flight insurance (Note: this is not the same as trip insurance. Flight insurance is coverage that benefits the employee rather than FSU through baggage or life insurance whereas trip insurance has a potential benefit to FSU if the trip is cancelled through refund of ticket price.)

## General Procedures

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Payment requests should be submitted within ninety days of the transaction. Requests submitted more than six (6) months after the transaction require justification as to the reason for the delay and may not be reimbursed.

Supervisory approval is required when the payee is an FSU employee and when the nature of the expenditure may also be construed to provide a personal benefit to an employee. This type of expenditure could include, but is not limited to, membership dues and social events. The approving supervisor does not have to be an Authorized Signer on the disbursing fund.

All expenditures of Foundation funds require the approval of an Authorized Signer who has been delegated this authority by the Responsible Party or DDDHC. Authorized Signers can be the Responsible Party, DDDHC, Budget Manager or another individual designated as an Authorized Signer. Please note that payments over \$10,000 require additional Foundation approvals which may slow down the workflow of a payment request and impact the timeliness of payment.

For specific information regarding who is charged with administration oversight of Foundation funds including those who have been delegated the authority to approve expenditures, please contact the Foundation General Accounting Office.

## Expenditure Documentation

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### Required Documentation

Payment requests and P-card expenses must have appropriate documentation and justification showing that the expenditures fall within the fund guidelines and contain a clearly stated business purpose. All payment requests must be approved by an Authorized Signer and be accompanied by a legible itemized invoice or receipt. Itemized receipts indicating that payment has been made are required for all purchases regardless

of payment method. All meals, including room service and meals charged to a hotel room, require itemized receipts showing the items purchased, date, time and number of people in attendance.

**Requests for reimbursement where the expense was paid using an EBT or gift card are not allowable.**

Travel related item such as tips or portage for which receipts are not provided, must be individually listed with an explanation as to whom and why the tip was given to be considered for reimbursement.

## Lost Receipts for Reimbursement

If a receipt has been lost, adequate information to document “who, what, when where and why” must be provided and this declaration should only be submitted when efforts to obtain a duplicate receipt have been exhausted. The declaration should also certify that *“The receipt cannot be found, no personal items are being reimbursed, and the reimbursement has not been submitted for payment to any other source”*. The Foundation may also require other proof of purchase such as a cancelled check, bank or credit card statement. Without adequate documentation, reimbursement for a sum larger than \$30.00 per receipt will not be made without approval from the Foundation CFO. **If the lost receipt pertains to a travel meal, only per diem rates will be reimbursed.**

Requests to purchase or reimburse for athletic or fine art tickets must identify the name and relationship of the ticket recipient as well as the business purpose served by providing a complimentary ticket.

## Business Purpose Justification

Payment requests must include a justification for the expenditure and must state how the expenditure benefits the University or an FSU program or initiative.

## Expenditure Adjustments/Transfers

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### Expenditure Adjustments

If an expenditure that has been recorded within OMNI needs to be adjusted from one funding source to another, a [Departmental Online Journal Entry Form](#) (DOL) should be submitted. Guidance for filling out the form can be found at [Departmental Online Journal Entry Form Instructions](#). All DOL forms require the approval of an Authorized Signer who has been delegated this authority by the Responsible Party or DDDHC. The DOL must be routed to the Foundation for approval utilizing the “Email Form to Foundation Accounting” button. The form can also be manually emailed to the Foundation [Accounts Payable](#) office. Documentation showing the original expense as recorded within OMNI must be included with the DOL.

### Transfers

In some instances, there may be a need to transfer cash from one Foundation fund to another. If the situation relates to gifts that need to be transferred, please refer to the Foundation’s Revenue Policy. For other transfers of cash between Foundation funds, a [Transfer Funds Form](#) should be submitted. A detailed explanation of the purpose for the transfer must be included when submitting the form. Supporting documentation may be required to substantiate the purpose of the transfer.

## Financial Reporting

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Departments are responsible for maintaining copies of expenditure documents and reconciling department records to the amounts recorded in Foundation funds. To facilitate this, the Foundation provides a variety of reports to campus users. A request for [Web Access to Financial Fund Reports](#) must be submitted and approved by the Responsible Party for online report access to financial fund reports. Access may be authorized for an individual fund, multiple funds, an entire department, or a college or campus unit. Please refer to the [Web Reports User Guide](#) for instructions on how to access the online system and a description of the financial fund reports available.

## Related Policies, Guidelines and Procedures

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- [FSU-6.012 Alcohol Policy](#)
- [FSU Finance & Administration Payroll Policy \(4-OP-D-2-E\)](#)
- [FSU Finance & Administration Travel Policy \(4-OP-D-2-D\)](#)
- [IRS publication 463](#)
- [Student Payment Guidance](#)
- [Taxable Fringe Benefits Guidance](#)
- [U.S. Department of State Travel Advisories](#)

## Revisions and Approval History

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Date	Responsible	Action
April 2021	Accounting	Expenditure policy revised and updated, sent to Accounting managers for review and input.
May 2021	Executive Management Team	Reviewed and approved by Executive Management Team.
June 2022	Accounting	Expenditure policy revised and updated, sent to CFO for review and input.
June 2022	Executive Management Team	Reviewed and approved by Executive Management Team.
<b>April 2023</b>	Accounting	Expenditure policy revised and updated, sent to CFO for review and presentation to Senior Management Team.
<b>June 2023</b>	Executive Management Team	Reviewed and approved by Senior Management Team.