

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EXPENDITURE GUIDELINES

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EXPENDITURE GUIDELINES

I. INTRODUCTION

A. General Guideline

These guidelines are not intended to replace the good judgment of those responsible for their execution. Circumstances and differences in responsibilities may dictate exception. In such cases, appropriate action should be characterized by prudence and a responsibility to safeguard public funds.

These guidelines are to be used by UAHuntsville employees to assist in determining proper expenditures for University accounts. This document is not intended to be a comprehensive listing of all requisition guidelines. Sponsored grants and contracts guidelines are often determined by the sponsoring agency and may further restrict expenditures. In all cases, it is expected that UAH payment requests are limited to legitimate UAHuntsville business purposes, and that all representations and documentation is complete, truthful, and accurate.

UAHuntsville is a public institution and has a stewardship responsibility for the proper use of public funds. UAHuntsville employees are subject to the State of Alabama's ethics laws. The intent of the ethics laws is to prevent public employees from using their positions to reap private gains and prevent conflicts of interest between an employee's private interests and the duties of his/her public position. Extra care and precaution should be utilized when spending taxpayers' dollars.

The expenditure approval policy does not preclude more restrictive internal approval procedures which department heads, deans, etc. may choose to implement internally and monitor themselves for their own accounts.

No individual has the authority to enter into any contract or in any way to obligate UAHuntsville for procurement indebtedness, unless specifically authorized to so by Purchasing Services. Any such negotiations are considered as unauthorized purchases and the individual may encounter a personal obligation to the vendor. See Purchasing Services Policy and Procedures Manual for further policies with regards to purchasing.

B. Miscellaneous Voucher

1. The Miscellaneous Voucher (MV) is used to:

a) reimburse out-of-pocket expenses, or

b) pay for those goods or services excluded from the purchasing system. (Verification should be made with the Purchasing Department if there is a question regarding an acquisition.)

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Payment cannot be made to the University or a University department on an MV (for example, Continuing Education, Business Services). Departmental transfer forms (DTA) are used for this purpose.

2. Generally, the following types of payments would be payable on an MV; for more information, refer to the specific guidelines for each category.

- a) entertainment/recruitment
- b) conference or meeting expenses
- c) out-of-pocket expenses
- d) honoraria and professional services
- e) relocation expenses
- f) awards, scholarships, fellowships, stipends
- g) student advances
- h) petty cash reimbursements
- i) registrations, memberships, and subscriptions

3. The MV form is available on the web at <http://financialaccounting.UAH.edu/forms/>.

4. When preparing MVs, refer to subcode definitions at financialaccounting.UAH.edu/subcodes for the appropriate expenditure subcode.

C. Payment Processing

1. A request for reimbursement should be submitted within **60 days** of the expenditure. (The Internal Revenue Service requires that substantiation of reimbursed expenses be made within a reasonable period. Under the IRS safe-harbor rule, that period is 60 days.) Any request for reimbursement after 60 days is taxable income to the employee. Withholding will be made from a subsequent salary check.

2. If a voucher has a deadline or a due date, note and highlight in the **SPECIAL MAILING INSTRUCTIONS** box on the printed form, or check and highlight in the box **THIS HAS A DEADLINE** on the web form.

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3. Checks are cut twice each week. Allow at least five business days for processing by Accounts Payable.

4. Checks must be mailed to all third-party vendors. Checks cannot be picked up. Checks made payable to University faculty and staff or the postmaster will be returned to the appropriate department's campus address.

D. Documentation

1. Payment via MV requires original receipts or invoices. Staple (don't clip) these to the voucher to help keep the documentation with the voucher.

2. If a receipt does not detail the items purchased, a description of each item on the receipt must be given.

3. Until payment is made, the department submitting the MV should keep copies of all documentation, as well as a copy of the MV, in case questions arise.

4. Appropriate documentation required for reimbursement may include the following:

a) Original receipts (see note below)

b) Canceled checks

c) Credit card slips (see special requirements for Entertainment-Meals, SecII.D.3)

d) Bank statements that give details of paid checks

e) Credit card statements

Note: The term *original receipts* **does not** include a tab torn from the bottom of a restaurant ticket on which one can write an amount.

Consult Accounting (X2291) for approval of other forms of documentation.

E. Prohibited Expenditures

University funds may NOT be used for the following types of expenses:

(Foundation accounts are excluded from this policy unless otherwise noted.)

1. Alcoholic beverages, set-ups, bartender, and/or corkage fee

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2. Flowers as gifts
3. Christmas cards
4. Christmas decorations
5. Donations or contributions. Donations may be made from foundation funds *only* in cases where the contributions benefit the University and thereby further the exempt purpose of the foundation. The purpose of the not-for-profit to which a contribution is being made is reviewed by the Tax Manager to determine if a beneficial relationship can exist between it and the University or our educational foundations.
6. Gifts are prohibited, *except for* memorabilia given to donors, visitors, alumni, students and potential students. The memorabilia must be inscribed/imprinted with words and/or pictures identifying the University.
7. Entertainment of UAHuntsville employees, including retirement and Christmas parties, except as allowed by UAHuntsville entertainment policy (refer to Section II herein).
8. Expenditures for athletic, theatre, or similar events as a form of entertainment.
Exception: Entertainment of prospective employees and their spouses at University sponsored events or local cultural events is an appropriate recruiting tool.
9. Refrigerators, microwaves, or coffee pots, unless as replacement for original building equipment or when needed for instructional or research purpose or for conferences, workshops, or meetings sponsored by the University for the public.
10. Coffee, cream, sugar, soft drinks, cups, napkins, etc., when intended predominantly for consumption/use by University employees, unless otherwise covered by the University's entertainment guidelines.

F. Special Accounting Treatment

Federal cost policies dictate that certain expenditures be given special accounting treatment. Even if not directly charged to the federal government (i.e. charged instead to a departmental operating account), expenditures considered to be federal unallowable costs must be separately identified in the accounting records. Federal unallowable costs fall into two categories, those costs unallowable in and of themselves (see number 4 below, Entertainment) and costs incurred for purposes that are unallowable. These unallowable purposes are as follows:

1. **Advertising and public relations:** Unallowable advertising and public relations costs include the following:

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a) costs of convocations or other events related to instruction or other institutional activities, including:

- costs of displays, demonstrations, and exhibits
- costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events
- salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings

b) costs of promotional items and memorabilia, including models, gifts, and souvenirs

c) costs of advertising and public relations designed solely to promote the institution

d) all other advertising and public relations costs not for one of the following purposes

- advertising for the recruitment of personnel
- advertising for the procurement of goods and services
- advertising for the disposal of scrap or surplus materials
- advertising for another specific purpose necessary to meet the requirements of a sponsored agreement
- public relations specifically required by a sponsored agreement
- communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements
- conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notice of contract/grant awards, financial matters, etc.

2. **Alumni activities:** Costs incurred for, or in support of, alumni activities and similar services are unallowable.

3. **Commencement and convocation costs:** Costs incurred for commencements and convocations are unallowable.

4. **Entertainment costs:** Expenditures directly for entertainment, including amusement, diversion, and social activities, are unallowable in and of themselves. Entertainment is also an unallowable purpose. Costs directly associated with entertainment (such as travel for the purpose of entertainment) are, therefore, also unallowable.

5. **Fundraising:** Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

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6. **Lobbying:** Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effects of legislation, are unallowable when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

G. Year End Processing

1. Current-year funds may not be used to pay for expenditures relating to the new fiscal year, including but not limited to the following:

a) Subscriptions, memberships or maintenance agreements for time periods beginning after September 30

b) Registration fees for conferences, seminars or other events occurring after September 30

c) Airline tickets for travel occurring after September 30

MVs should be submitted to Accounts Payable through the normal process. Payment will be made from a deferred account number added by Accounts Payable. A journal entry will be done to move the charge to the departmental account number after October 1.

2. For charges that are to be paid out of current-year funds, MVs must be submitted to Accounts Payable by the appropriate deadline. "Critical Date" reminders will be sent out through campus mail and will be available on the Accounting and Reporting web page.

II. ENTERTAINMENT

A. Introduction

Today, it is understood that business and professional discussions and negotiations frequently take place during periods of entertainment. The University of Alabama in Huntsville recognizes that such business entertainment is essential to its operation. It is the desire of the University, however, to place this activity in proper focus, to prevent abuses, and to issue guidelines for these expenditures. In this regard, certain conditions must be met before entertainment expenses will be authorized as necessary and reasonable operating expenses to the University. These conditions are set forth in the following guidelines:

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B. Categories of Entertainment

To be allowable, the purposes of the entertainment must be business and not personal.

1. Allowable

a) It is the policy of the University to invite prospective faculty or staff, both husband and wife, to visit the campus. Travel and all other reasonable and necessary expenses are reimbursed. When it occurs on a reasonable basis associated with a recruitment visit, entertainment is recognized as a proper expenditure. The faculty and staff involved in this type of entertainment should be essential to the interview process. When the prospective candidate is accompanied by his or her spouse and it is deemed necessary to have the spouse of a University faculty or staff member present, entertainment expenditures for the spouse may also be reimbursed.

b) In certain cases, it is recognized that entertainment of official University guests is essential. This entertainment should usually be undertaken by administrative officials, deans, department heads, or senior faculty members. Examples of official guests include the following: visiting lecturers; visitors from foreign countries; representatives of research organizations; visitors from other universities; individuals interested in University programs and development of new programs (both paid and non-paid consultants); and business and community leaders in Huntsville, other Alabama communities, and the state at large who are at the campus on specific business on behalf of the University. The relationship between the visitor and the University staff or faculty attending the function or their areas of responsibility must be clearly indicated.

c) Official University functions and receptions held by the President for employees, students, alumni, and friends of the University shall be reimbursed as entertainment.

d) Pre-game athletic functions for alumni, staff, students and guests shall be reimbursed as entertainment when the purpose of the function is to cultivate potential donors.

2. Unallowable

a) Departmental social functions in celebration of an event or a holiday or to promote fellowship among constituents are not reimbursable. Examples include retirement, introduction of new staff, and Christmas parties.

b) Entertainment expenditures are prohibited for alcoholic beverages, bartenders, golf green fees, boat rentals, private club dues, or civic group functions. Flowers, fruit baskets, or other related items for individuals are also disallowed. This list is not exclusive but is meant to suggest the types of expenditures that may be prohibited.

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c) No entertainment expenses will be charged to contracts or grants unless such entertainment is specifically authorized by the terms of the contract or grant. (Refer to Section III, Conferences and Meetings.)

d) Meals held prior or subsequent to a business function are not allowable uses of University funds.

C. Payment Processing

1. Reimbursement can be obtained by completing an MV and forwarding it, with applicable original receipts and approvals, to Accounting.

D. Documentation

1. Entertainment expenditures must be documented to show the following:

a) Identification of the person or group to be entertained, including the relationship of the persons in attendance to the particular aspects of the University program that will be benefited. This information includes titles, committee names, the field of interest of the person or group being entertained, the reason for inviting the visitor(s) to campus, and other relevant details. If a small group is being entertained (10 or fewer), the names of all persons attending must be shown; for larger groups, only the name or names of the honored guest or guests must be indicated, with the number of persons attending.

b) A statement as to the reason or purpose of the entertainment, including the purpose and benefits of the program to the University. If the function that included the entertainment is held away from the University campus, an agenda for the function must be attached. If entertainment includes only UAHUNTSVILLE employees, an explanation as to why it had to occur at breakfast, lunch, or dinner is necessary.

c) The date and place of entertainment.

2. For **all meals**, an **original receipt** is required. The term original receipt *does not* include a tab torn from the bottom of a restaurant ticket on which one can write an amount.

3. Reimbursement for **meals in excess of \$25** per person requires a restaurant receipt that **itemizes** the food and beverages. Credit card slips are *not* acceptable documentation for meals in excess of \$25 per person.

4. Should the documentation be incomplete, Accounting will forward it to the division or department head with an explanation of why payment cannot be made. Failure to adequately document the request for reimbursement may require the individual staff or faculty member to bear the cost of the entertainment.

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5. Any expense that cannot be documented with an original third-party receipt/invoice will not be reimbursed.

E. Entertainment in the Home

1. Entertainment in the home shall only be reimbursed as business entertainment if the conditions provided above are met.

2. Payments for services (for example: food servers, musical entertainment, clean-up crew) must be made through University procedures outlined in Section VII, Professional Services. The payment should be made directly by the University, rather than paid by an individual and submitted as an out-of-pocket expense reimbursement.

To prevent potential reimbursement problems, the department should consult with Accounting's Associate Director (X2291) before making an expenditure not addressed in these guidelines to determine if the expenditure is within the University's fiscal policies.

III. CONFERENCES AND SEMINARS

A. General Guidelines

1. This category includes the costs of conferences, workshops, meetings and seminars conducted by the University when the primary purpose is the dissemination of technical information. This includes costs of meals and other necessary expenses.

2. The appropriate expenditure subcode is **7603**.

B. Expenditures Supported by Income

1. In the case of conferences, workshops, meetings, and seminars conducted by the University and supported by income from registration fees, allowable entertainment expenses will be reimbursed.

2. The statement "Covered by Income" should be typed in the description on the MV.

C. Expenditures Not Supported by Income

1. Conferences, workshops, meetings, seminars, retreats, etc., that are not supported by fees may be organized around University groups in combination with outside persons or groups limited to University personnel.

2. Meal or refreshment expenses associated with these groups will require assurance, through appropriate documentation, that the function is essential to the operation of the

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University and that provision of meals/refreshments is incidental to the function rather than the primary purpose of the function.

IV. OUT-OF-POCKET REIMBURSEMENT

A. General Guidelines

All expenses should be paid by the University directly to the vendor. However, the University recognizes that extenuating circumstances may occur that would cause an individual to pay out-of-pocket expenses that must be reimbursed.

B. Payment Processing

1. To request reimbursement for an out-of-pocket expense, the individual should submit proper documentation within **60 days** of the expenditure. Requests for reimbursement after 60 days are taxable. Withholding will be made from a subsequent salary check. (Refer to Section I.B.1 of these Policies.)
2. A request for reimbursement must be signed by someone other than the person being reimbursed. The approval must be made by a supervisor or someone designated by the supervisor.
3. Purchases from the University Supply Store or other University departments should be made using a **departmental transfer authorization form (DTA)** and not reimbursed to an individual.

V. BUSINESS MEALS / LUNCHEONS AND REFRESHMENTS

A. General Guidelines

Expenditures for employee meals are allowed to the extent that they are incurred while conducting University business or while on authorized travel. Reimbursements for meals while in travel status are covered separately under the University's travel guidelines. Meal expenditures are allowable for entertaining official guests and invited speakers, working meals, planning/administrative meetings, or recruiting employees. Expenditures for meals are not allowed if the meal has no business purpose. Expenditures for receptions are allowed to the extent they relate to an official University-sponsored event or program, or for educational purposes.

1. The University may pay for meals and refreshments "incidental to the meeting" which are served during formal internal meetings whose primary purpose is University business. If the meeting participants leave their normal business activities to go out to a restaurant

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for a meal, the presumption will be that the primary purpose was to eat, rather than to conduct University business, even if University business was discussed. When meals are incidental to a meeting, it is expected that the group will continue through the meeting's agenda with little interruption, rather than breaking for the meal. Documentation should include: the date, time, and place of the meeting; general or specific identification of all attendees; and the University business purpose of the meeting.

Except for meals and refreshments incidental to University business meetings as authorized by the State Attorney General's 1989 ruling (see the preceding paragraph) or meals per the travel regulations, the State Examiners still consider food and beverages for UAHUNTSVILLE employees to be personal in nature and therefore unallowable costs.

B. Payment Processing

1. To request reimbursement for an out-of-pocket expense, the individual should submit proper documentation within **60 days** of the expenditure. Requests for reimbursement after 60 days are taxable. Withholding will be made from a subsequent salary check. (Refer to Section I.B.1 of these Policies.)
2. A request for reimbursement must be signed by someone other than the person being reimbursed. The approval must be made by a supervisor or someone designated by the supervisor.
3. Purchases from the University Supply Store or other University departments should be made using a **departmental transfer authorization form (DTA)** and not reimbursed to an individual.

VI. TRAVEL

A. General Guidelines

The Board of Trustees of The University of Alabama Board Rule 413, Travel Guidelines, is the official guidelines for The University of Alabama in Huntsville. The following are campus specific guidelines. These procedures can be accessed at [UAHuntsville Travel Guidelines](#)

1. It is the policy of the University to reimburse its employees who travel at the request of the University for reasonable and necessary expenses incurred while traveling on authorized University business. Only actual and necessary expenses of official travel shall be reimbursed. All travel shall be by the most economical route practical and any person traveling by another route, without adequate justification, shall assume any addition expense incurred. Where for the traveler's personal convenience there is

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interruption of travel or deviation from the direct route, the travel allowance will not exceed that which would have been incurred on uninterrupted travel.

2. If reimbursement is to be made from funds available through a contract between an outside sponsor and the University and such contract expressly provides a measure of reimbursable travel expense, persons traveling in the service of the University shall be reimbursed in accordance with the terms of the contract but cannot be reimbursed in excess of the amount allowed by State law.

VII. CONTRACTING PROFESSIONAL SERVICES AND HONORARIA

A. Professional Service Fees

NOTE: Professional fees to University faculty and staff will be paid through the monthly budgeted payroll system as supplemental compensation. See Payroll's procedures for detailed instructions.

Contracting Professional Services

Professional service providers and consultants are classified as follows:

- Architects/Engineers
- Lawyers
- Physicians
- Draftsmen/Artists
- External Financial Advisors
- Performing Artists
- Trustees
- Professional Consultants
- Lecturers
- Scientists

Departments should contract with persons or firms according to normal purchasing procedures. No University commitment will be recognized until a fully-executed Contract for Professional Services and/or Purchase Order is issued. Please see Section VII, "Contracts for Professional Services."

B. Payment Processing

a) MVs in payment of professional services must include the individual's/company's name, Social Security/Federal I.D. number, and home or business mailing address so that

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IRS Form 1099 can be prepared and mailed to the individual/company at the end of the calendar year.

b) Other documentation should include:

(1) signed Professional Service Agreement and/or invoice*

(2) approved Request for Independent Contractor Status form

(3) receipts (only if paying expenses separately using PSA Option 2 described above).

**When funds from a state of Alabama grant or contract or federal agency passed to the University through a state agency are used to pay for professional services, an invoice from the professional is required as documentation, in addition to the other requirements of this section.*

c) Payment of professional service fees cannot be made in advance. Although completed paperwork may be submitted to Accounts Payable in advance, the check will not be issued until the completion date of the service.

d) The appropriate expenditure subcode is **6150**.

C. Honoraria

1. Honoraria, given in payment for services when propriety forbids establishing a price, will be limited to distinguished guest speakers and other official guests of The University of Alabama in Huntsville. No contract is made.

2. The appropriate expenditure subcode is **7103**.

3. MVs in payment of an honorarium should be submitted to Accounting Department and must include the guest's name, Social Security number, home or business mailing address, and the amount of the honorarium so that IRS Form 1099 can be prepared and mailed at the end of the calendar year.

4. In lieu of a cash honorarium, goods imprinted with words or symbols publicizing the University may be given. Items given in addition to a cash honorarium can only be of such value as will prevent the cash plus the item from exceeding a reasonable honorarium. Only cash honoraria are taxable.

5. Honoraria cannot be used to pay for professional services.

Consult the Purchasing Department with any questions.

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VIII. MOVING / RELOCATION EXPENSES

A. General Guidelines

Moving expenses are allowable up to the amount specified in the employee's offer letter. Moving expenses typically include the cost of moving the employee's household belongings and the costs incurred en-route to the University for both the employee and his/her family. Expenses related to establishing a residence are not considered moving expenses.

B. Payment Processing

1. Payment of the relocation/moving expenses of new faculty and administrators is at the option of the appropriate dean, director, or department head.
2. When a University department agrees to pay the moving expenses for a new employee, the department should call Purchasing to obtain the name of the moving company under contract. Interstate moves require the use of the moving company with which the University has a contract.
3. Any other moving expense reimbursements should be submitted on MV with original receipts attached.

IX. AWARDS, SCHOLARSHIPS, FELLOWSHIPS, AND STIPENDS

A. Prizes and Awards

1. Monetary

Prizes and awards for scientific, educational, artistic, or literary achievements are taxable income to the recipient. The appropriate expenditure subcode is **7605**.

University employee awards must be processed on a personnel action form (PA) through the University payroll system. This includes student-employee awards such as awards for outstanding teaching or research.

Student prizes and awards that are not related to employment can be processed on an MV. The appropriate expenditure subcode is **7605**.

2. Non-monetary

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For non-cash awards such as plaques, trophies, certificates, etc., the appropriate expenditure subcode is **7604**.

B. Scholarships and Fellowships

1. A scholarship is an amount paid or allowed to a student to aid in pursuit of studies. A fellowship is an amount paid or allowed to an individual to aid in the pursuit of study or research.
2. The appropriate expenditure subcode for scholarship/fellowship payments is **7724**.
3. If the recipient must perform teaching, research, or other services for the University in order to receive payment, the payment is considered wages and should be processed through the payroll system.
4. Any amount received as a qualified scholarship by an individual who is a candidate for a degree is excluded from that individual's taxable income. Qualified amounts are those used for tuition and related expenses such as fees, books, supplies, and equipment that are required for the courses of instruction. Amounts received that are not qualified are included in the recipient's gross income for taxable purposes. It is the recipient's responsibility to determine the taxable portion of scholarship/fellowship grants received.
5. Scholarships should be awarded through Student Financial Aid, which will apply the awards to the students' accounts.
6. Fellowships may be paid on an MV through Accounts Payable, or on a PA through Payroll, or applied to a student's account through the Graduate School or Student Receivables. For non-University students, payment should be on an MV or a PA.

C. Stipends

1. Stipends are allowances paid for travel or living expenses to participate in a University-sponsored program or conference. Some examples include summer programs for high school students or in-service workshops for teachers.
2. The appropriate expenditure subcode is **6182**.
3. When submitting MVs for stipend payments, detailed information must be provided to indicate the nature of the stipend. For example:
 - a) Is the stipend intended to cover expenses such as travel, room and board?
 - b) Is the recipient a student or a participant in a training workshop or seminar?

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c) Is the recipient performing any services for the University?

X. STUDENT/FOUNDATION ADVANCES

A. General Guidelines

1. Advances for travel that are made from University funds are made for University students only.
2. Those departments funded by the Alumni Fund, Engineering Foundation, or Athletic Association may request advances for entertainment from those organizations.

B. Requests for Advances

1. The request for an advance is made on a Miscellaneous Voucher (MV), which must include the following:
 - a) custodian's name
 - b) custodian's address
 - c) custodian's telephone number (and contact number if different from custodian)
 - d) description and location of trip or event
 - e) dates of departure and return or date of event
 - f) amount of advance
2. The custodian should be the student who is traveling; if a group of students is traveling together, a custodian may be designated. When a University employee is traveling with students, the employee should be the custodian.
3. To ensure that the check will be available, the MV for the advance should be prepared and submitted to Financial Accounting 10 days prior to the date funds are needed. The designated person will be called when the check is ready. He or she will be required to sign the advance check instruction sheet at the time the check is picked up. **ONLY THE CUSTODIAN WILL BE ABLE TO SIGN FOR THE CHECK.**

C. Return of Receipts and/or Unspent Funds

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1. The custodian will be required to submit a subsequent itemized list of expenses with original receipts for all expenditures to Financial Accounting no later than 10 days after the completion of the event, along with the advance check instruction sheet given to him or her when he or she signed for the check.
2. If there is any money left over, a Daily Cash Transmittal should be prepared and taken to the cashier in the lobby of the Student Services Center.
3. No new advances will be issued until receipts and/or any unspent funds are returned from prior advances.
4. Advances not settled by employees within 30 days of the due date on the advance check instruction sheet will be charged against the custodian's salary.
5. In the case of student advances, the amount of the advance will be charged to the student's account if not settled with Financial Accounting by the due date on the advance check instruction sheet.
6. If any expenses in excess of the advance are to be reimbursed, complete the appropriate travel voucher and reference the advance check number on the travel voucher and return with the advance. All receipts should be attached to the advance check instruction sheet.

XI. PETTY CASH

A. General Guidelines

Petty cash funds are generally set up for the purchase of low-cost items needed immediately, or for change funds.

B. Requests for Petty Cash

1. To open a petty cash fund, a written request and a Miscellaneous Voucher (MV), payable to the custodian, should be sent to Financial Accounting. The request will be presented to the Director of Accounting and Reporting for approval.
2. The custodian will be called when the check is ready. Written procedures for handling the fund will be given with the check.

C. Closing or Replenishing Petty Cash

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1. When closing or replenishing the petty cash fund, original receipts and an MV should be submitted to Financial Accounting.
2. If any funds remain when closing the account, a Daily Cash Transmittal and the funds should be turned in to cashier in the lobby of the Student Services Center.

XII. OTHER

NOTE: When preparing a Miscellaneous Voucher (MV) for a subscription, registration, or other payment that requires a form (the only documentation) to be sent with the check, include a photocopy of the form with the voucher. This copy can then be used by the auditors and state examiners later to verify the payment.

A. Registration Fees

1. All registration fees should be prepaid by the University if possible. If not prepaid by the University, registration fees may be reimbursed after completion of the event.
2. The appropriate expenditure subcode is **7612**.

B. Memberships/Dues

1. The University encourages faculty and staff membership in organizations that will promote advancement of instruction, research, and public service and enhance the professional standing and development of its faculty and staff. With the approval of the dean or corresponding non-academic area head, faculty and staff memberships that are within the guidelines outlined below may be paid for with available departmental funds.
2. Faculty and staff memberships paid for with departmental funds should return demonstrable benefits to the division/department in terms of its mission. These benefits should include:
 - a) receipt of scholarly journals, professional publications, and employment information
 - b) professional development
 - c) contact and exchange of information with other professionals in the area of interest
 - d) instructional enhancement
 - e) scholarly research and creative work

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3. Only memberships in organizations that do not discriminate on the basis of race, religion, sex, age, color, national origin, or individual handicap will be approved.
4. Costs of membership in any civic or community organizations are unallowable.
5. An attorney general's ruling allows only one membership per city for chambers of commerce. These memberships must be in the name of the University with no benefits accruing to any particular individual or department.
6. Colleges and corresponding non-academic areas may establish more restrictive guidelines for the payment of individual memberships within the guidelines presented above.
7. Payment of dues should be processed on an MV approved by the dean or the corresponding non-academic area head.
8. The appropriate expenditure subcode is **7152**.

C. Subscriptions

1. Payments for subscriptions should include the renewal notice or a completed order form. If these are not available, the department should type a letter to the vendor indicating the periodical desired and the UAHUNTSVILLE address to which it should be mailed. A photocopy of the letter, as well as the original letter, should be attached to the MV.
2. The appropriate expenditure subcode is **7153**.

D. Cell Phones/Palm Pilots

UAHUNTSVILLE will allow employees whose job duties require them to be accessible outside of normal working hours to elect the policy option referenced below for cell phones or other wireless communication devices.

Eligible employees can receive a bi-weekly, taxable supplement to their pay and then make their own arrangements for their wireless communication device directly. Employees must follow the procedures noted below to enroll.

Employees desiring a wireless communication device supplement must comply with the following procedures:

1. Application. If an employee's job duties require spending considerable time away from their office or work area or require them to be accessible outside of normal working hours, he/she may apply for a wireless communication device supplement with approval

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by the employee's supervisor and the appropriate vice president. Approval of the supplement shall remain in effect until terminated pursuant to the terms of this policy. A wireless communication supplement is not an entitlement and may be changed or withdrawn by the University at any time.

2. Amount of Supplement. The amount of the supplement is established as a maximum of \$45 per month for voice and \$95 for voice and data service. These amounts will be reviewed annually and revised as warranted.

No more frequently than every twelve months, an employee may request a wireless communication equipment supplement. Upon approval of such request and submission of an invoice showing the date of purchase and purchase price of the equipment, the employee shall receive a lump sum reimbursement of eighty percent (80%) of the cost of a new wireless communication device, not to exceed five hundred dollars (\$500).

3. Payment of Supplement. The wireless communication device supplement shall be paid to the employee on a bi-weekly basis as part of the employee's bi-weekly compensation. The supplement is a taxable fringe benefit and is subject to withholding requirements. The supplement is not an increase in base pay and will not be included in calculations of percentage increases in pay, retirement contributions, or other similar calculations.

4. Contracting for Services. Employees who receive approval for a wireless communication device supplement are responsible for selecting and contracting with a service provider in their own name for approved voice service, data service, and wireless communication equipment. The employee must retain an active service provider contract as long as he/she receives the wireless communication device supplement. Any charges by the employee's service provider in excess of the communication supplement are the personal responsibility of the employee and not the University.

5. Use of Equipment. Because the employee owns the equipment personally and the supplement is provided as taxable income, the employee may use the communication device for both business and personal purposes. Maintenance and service of the equipment is the personal responsibility of the employee. Use of the equipment in any manner contrary to local, state, or federal law will result in termination of the wireless communication device supplement.

6. Contract Changes. The employee shall bear the cost of any service provider contract termination fees if the contract is terminated at the election of the employee or due to a violation of this policy by the employee. The University shall bear such costs in the event the termination of the employee's service provider contract is required due to a change in University policy or other reason unrelated to the employee's violation of this policy.

7. University Email Service. Computer and Network Services have developed procedures to configure your device to check email on the campus system. These

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procedures can be accessed at <http://www.UAH.edu/admin/helpdesk>. The helpdesk email address is helpdesk@UAH.edu.

8. Ownership. If the employee discontinues employment with the University, he/she will retain ownership of their wireless device.

If an employee is not eligible for a wireless communication device or supplement, or chooses not to apply for a device or a supplement, business-related calls made on personal cell phones may be reimbursed by the University under certain circumstances. If the employee uses a personal cell phone to make business-related calls, the cost of such calls may be reimbursed if the business-related calls cause the individual to exceed the number of minutes included in his or her personal calling plan. A reimbursement form showing any such excess charges attributable to business-related calls may be submitted, with appropriate documentation, to the Office of Accounting and Financial Reporting.

E. Software License Agreements

All Software License Agreements requiring the signature of a University official must be attached to the Requisition and forwarded to Purchasing Services. Purchasing Services will have the agreement reviewed by the Office of Counsel and will obtain appropriate University signatures. Departments purchasing the software are responsible for following all terms and conditions of the licensing agreement.

NOTE: Many software vendors require a license agreement to be executed when software is purchased. A license agreement states the terms and conditions of using the vendor's software.

F. University Bookstore Purchases

Departments should purchase all items from the University Bookstore that are available from the University Bookstore. Purchase standard items including office supplies and text books on a University Bookstore Requisition for Supplies. (Non-standard office supplies such as fax machines or furniture cannot be purchased on a University Bookstore Requisition.)