

**3359-31-06 Business-related expenses.**

(A) Overview.

- (1) This rule is intended to provide direction to employees with regard to the manner and extent to which the university may expend





- (2) University employees shall carefully read and follow the details regarding each account type when expending the account's funds and shall expend the funds in accordance with the vice president for finance and administration and chief financial officer's chart for allowable university business-related expenses. Funds included in standard university accounts are provided an

tuition and the state share of instruction (i.e., funded by the taxpayers of the state of Ohio). This includes most 2xxxxx speedtypes.

- (ii) Sales and s



and location of the meal/event/activity, the business purpose of the meal/event/activity, names and affiliations of attendees, and the cost of the meal/event/activity;

(ii)

- (b) Be properly authorized by the responsible university official (usually the immediate supervisor of the person making the request); and
  - (c) Be accompanied by original itemized receipts.
- (2) When a university visa card is used for payment, the employee's completed travel expense report and original itemized receipts



- (c) University officials designated by the president may be assigned a discretionary business expense account budgeted annually by the president and vice president for finance and administration/chief financial officer for reimbursement or for direct charging of expenses specifically associated with administrative responsibilities. As with the president, these accounts are for use in advancing the mission of the university by fostering support and goodwill from a wide range of sources. The accounts may be used to host individuals or groups such as representatives of local, state, and federal governments; members of the corporate community; members of the non-profit community; students; faculty; staff; contract professionals; the university of Akron alumni; prospective donors; and friends of the university.
- (d) As a public institution, the university of Akron is held to a high level of public scrutiny 6(d)2(.02 -1.15 Ts)-1( of)T\* [(hi)-2(g)10(ni)2(s)1(t

charges imposed by vendors, related taxes, reasonable gratuities, related miscellaneous expenses, etc.

- (c) Receptions and banquets
  - (d) Fundraising and promotion of the university, including travel and hospitality. When travel is included, it is subject to the same conditions as all other university approved travel.
- (3) Expense documentation.
- (a) Claims for reimbursement must be detailed on the university's standard travel expense report and must be accompanied by original receipts with appropriate itemization attached to any requests for reimbursement and must be properly authorized by the responsible university official (usually the immediate supervisor of the person making the request). The itemization shall include the date of the event or the activity, the person(s) who hosted the activity and the location of the activity, the reason for the activity, a list of the activity's attendees, and the cost. All requests for payment under this policy shall be signed by the university official, and shall be subject to review and approval by the university official's immediate superior. The review and approval structure for the president, senior vice president, and vice presidents follow.
    - (i) The president's initial approver is the vice president for finance and administration/chief financial officer and secondary approver is the vice president and general counsel.
    - (ii) The vice president for finance and administration/ chief financial officer's initial approver is the president and secondary approver is the vice president and general counsel.
    - (iii) The vice president for finance and administration / chief financial officer is the initial approver for and the president is the secondary approver for the



