

UNIVERSITY OF COLORADO
PROCUREMENT SERVICE CENTER (PSC)

PSC Procedural Statement: *Sensitive Expenses*

Effective Date: July 1, 2010

Introduction

All expenses of university *funds* must comply with the Administrative Policy Statement (APS) [Propriety of Expenses](#).

This PSC Procedural Statement (PPS) sets forth university requirements for determining the propriety and maximum amounts of certain sensitive expenses.

Definitions

Italicized terms are defined in the [Policy Glossary](#). Underlined terms are defined in the [Finance and Procurement Procedure Glossary](#).

Procedural Statement

In addition to meeting all [Tests of Propriety](#) and other requirements of the APS [Propriety of Expenses](#), *sensitive transactions* must comply with the conditions outlined in the following table. Furthermore, the PSC has the right to request additional documentation or approvals for an expenditure when, in the opinion of the PSC, a specific expenditure warrants additional support.

Exceptions

Unless approved by the University Controller, there are no exceptions to this procedural statement.

Related Administrative Policy Statements (APS), PSC Procedural Statements (PPS), and Other Policies

APS and PPS, as appropriate for the specific items listed, are presented in the table of Procedures for Sensitive Items, below.

In addition – for expenses whose propriety is difficult to determine because the benefit to the University is unclear or because specific individuals appear to personally benefit from the expense – refer to the APS [Conflicts of Interest and Commitment](#).

Procedures for Sensitive Items

Item Description	Allowability	Conditions
1. Alcoholic Beverages Expenses		
a. For <i>official functions</i>	Yes	<ul style="list-style-type: none"> • APS Alcoholic Beverages Purchased for University Events • PPS Alcoholic Beverages Purchased for University Events
b. For <i>conferences</i> hosted by CU	Yes	<ul style="list-style-type: none"> • APS Alcoholic Beverages Purchased for University Events • PPS Alcoholic Beverages Purchased for University Events
c. For <i>fundraising events</i>	Yes	<ul style="list-style-type: none"> • APS Alcoholic Beverages Purchased for University Events • PPS Alcoholic Beverages Purchased for University Events
d. For <i>employees</i> in travel status	No	<ul style="list-style-type: none"> • Note, however, that <i>official functions</i> may occur in travel status, in which case <i>official function</i> procedures apply
e. For resale by a licensed establishment	Yes	
f. For research purposes and for purposes that do not include personal consumption (e.g., using alcohol as an ingredient in the preparation of food or for cleaning costumes)	Yes	
2. Automobile-Related Expenses		
a. University-owned vehicle expenses	Yes	<ul style="list-style-type: none"> • APS Operation of University Vehicles
b. Commercial vehicle rental expenses or trip fares, or taxi/shuttle service	Yes	<ul style="list-style-type: none"> • PPS Travel Authorization and Expense
c. Private vehicle expenses	Yes	<ul style="list-style-type: none"> • PPS Travel Authorization and Expense (mileage only is reimbursable)
d. Insurance	Yes	<ul style="list-style-type: none"> • PPS Travel Authorization and Expense
e. Moving or stationary vehicle violation tickets	No	
3. Break Room Equipment Expenses		
a. Basic equipment for taking meals or snacks within the workplace, such as simple refrigerators, microwaves, stoves, coffee pots, toasters, water filtration	Yes	
b. Equipment for <i>employee</i> entertainment, such as televisions, stereos, VCRs, DVD players	No	

Procedures for Sensitive Items

Item Description	Allowability	Conditions
4. Conference Expenses		
a. Costs of <i>conferences</i> hosted by CU	Yes	<ul style="list-style-type: none"> It is assumed that wherever possible, conference registration fees cover the cost of <i>food</i>, decorations, awards, and other needs of the <i>conference</i>
b. Costs of attendance at <i>conferences</i> hosted by other entities	Yes	<ul style="list-style-type: none"> PPS Travel Authorization and Expense
5. Donation Expenses (including cost of <i>food</i> , travel, and other needs)	No	<ul style="list-style-type: none"> Unless waiver obtained as set forth in the APS Donations APS CU Foundation Transfers
6. Donor Cultivation and Fundraising Expenses		
a. Incurred to raise donations for others	No	<ul style="list-style-type: none"> Unless waiver obtained as set forth in the APS Donations
b. Incurred to raise support for the University	Yes	<ul style="list-style-type: none"> APS University-Sponsored Fundraising Events
7. Flowers, Fruit Baskets, and Greeting Cards		
a. For decorative purposes associated with an <i>official function</i>	Yes	
b. For expressing holiday, get-well, or congratulation wishes	No	
c. For <i>community relations</i> support/indications of goodwill or esteem, restricted to individuals or organizations who have, or may have, connections to the system or campus instructional, educational, research, or public service missions	Yes	<ul style="list-style-type: none"> Requires approval by the appropriate <i>officer</i>
d. For expressing condolences upon the death of current <i>students</i>	Yes	<ul style="list-style-type: none"> Requires approval by the appropriate <i>officer</i>
e. For all major life events for the <i>employee</i> or <i>immediate family member</i> of the <i>employee</i> (Note that major life events, as considered by this procedural statement, are birth, death, and significant illnesses. Birthdays and minor illnesses – e.g., colds and flu – are not covered.)	Yes	<ul style="list-style-type: none"> Requires approval by the appropriate <i>officer</i>

Procedures for Sensitive Items

Item Description	Allowability	Conditions
8. <i>Food and Related Consumables</i>		
a. <i>Food</i> and related consumable items for the <i>employee's</i> personal consumption (not in travel status and not at <i>official functions</i>)	No	
b. Consumable items necessary to maintain the cleanliness of <i>employee</i> break room, such as paper towels, dish detergent, and sponges. Does not include items such as plates and silverware.	Yes	
c. Beverage service available in the general public area or reception area of an <i>organizational unit</i> hosted by a university <i>employee</i> at or above the level of Chair or Director (prohibited in individual offices of university <i>employees</i>)	Yes	<ul style="list-style-type: none"> • Service must be intended for official guests of the University (i.e., <i>non-employees</i>)

Procedures for Sensitive Items

Item Description	Allowability	Conditions
d. <i>Food</i> for events		
i. For <i>official functions</i> – common types of events include: -- <i>Community Relation Functions</i> (directly related to University’s instructional/research/public service mission); -- <i>Employee Recognition/ Appreciation functions</i> ; -- <u>Goodwill functions</u> (for official guests/volunteers to indicate goodwill or esteem); -- <i>Recruitment functions</i> (to enlist new <i>employees</i> , faculty, post-/pre-doctorates, <i>student</i> athletes, etc.); -- <i>Training functions</i> ; -- <i>Multi-campus or multi-unit</i> (i.e., not reporting to the same officer) <i>events</i> ; -- <i>Student educational development functions</i>	Yes	<ul style="list-style-type: none"> • For all these events, see PPS Official Functions • For recognition events, see also Recognition Expenses, below • For recruitment functions, see also Recruiting Costs for Prospective Employees/Students, below. Note that for <i>student</i> athletes, athletic policies also apply • For training functions, see also Training Expenses, below • For multi-unit or multi-campus events, the participating units may not report to the same officer, and the events may not occur more often than monthly. (Appropriate vice chancellor can approve single-unit meetings or meetings more frequent than monthly.)
ii. <i>Student</i> residential life activities/functions	Yes	
iii. <i>Conferences</i>		<ul style="list-style-type: none"> • See Conference Expenses, above
iv. <i>Fundraising events</i>		<ul style="list-style-type: none"> • See Donor Cultivation and Fundraising Expenses, above
e. Meals for <i>employees</i> in travel status	Yes	<ul style="list-style-type: none"> • PPS Travel Authorization and Expense

Procedures for Sensitive Items

Item Description	Allowability	Conditions
9. Gifts or Tokens		
a. For <i>employees, associates, and other individuals</i> (including <i>students</i>), in the form of cash or non-cash items	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training
b. For <i>supporting organizations</i> as an indication of goodwill or esteem or event-related advertisement		
i. Cash	No	<ul style="list-style-type: none"> • Unless waiver obtained as set forth in the APS Donations
ii. Non-cash	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training
c. For <i>employee</i> recruitment		<ul style="list-style-type: none"> • See Recruiting Costs for Prospective Employees/Students, below
10. Internet Connections from a Personal Location	No	<ul style="list-style-type: none"> • Unless approved on a temporary basis by the appropriate Vice President or Vice Chancellor of Finance or her/his designee
11. License Fees, Memberships, or Dues	Yes	<ul style="list-style-type: none"> • APS License and Certification Fees, Memberships, or Dues
12. Moving Expense Reimbursement (includes House Hunting Expenses)	Yes	<ul style="list-style-type: none"> • Payroll & Benefit Services (PBS) Procedures Guide, section on Moving (Relocation)
13. Parking		
a. Fees paid by <i>employee</i> at a <i>primary work location</i>	No	
b. Tickets (received either on or off campus)	No	
c. Fees associated with an <i>employee</i> in travel status	Yes	<ul style="list-style-type: none"> • PPS Travel Authorization and Expense
d. Rate-based parking paid by <i>employee</i> at a <i>secondary work location</i>	Yes	<ul style="list-style-type: none"> • Must define <i>primary work location</i>
e. Prepaid parking or meter keys not purchased directly from the University	No	
f. Prepaid university parking permits or meter keys	Yes	<ul style="list-style-type: none"> • For <i>organizational unit</i> use related to <i>secondary work location</i> parking incurred by <i>employees</i> or for official visitors where there is a contractual obligation. <i>Organizational unit</i> must maintain logs (or equivalent thereof) to demonstrate use.
14. Passports (to include fees for passport photos, costs of birth/health/identity certificates, and charges for inoculations)	Yes	<ul style="list-style-type: none"> • See conditions for Visas, Green Cards, and/or Immigration Fees for entry into U.S. and for Visas for exiting U.S., below

Procedures for Sensitive Items

Item Description	Allowability	Conditions
15. Political Expenses (cash or in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative)	No	<ul style="list-style-type: none"> • APS Federal Lobbying Activities
16. Recognition Expenses		
a. Awards, rewards, and prizes	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training
b. <i>Staff Appreciation Meals</i> (where the approved meal is the award and no separate awards are being given)	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training • PPS Official Functions
c. <i>Recognition Events</i>	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training • PPS Official Functions • For related Gifts see Flowers, Fruit Baskets, and Greeting Cards and Gifts or Tokens, above
17. Recruiting Costs for Prospective Employees/Students	Yes	<ul style="list-style-type: none"> • Activities must be directly related to work position/field of study/ reason for recruitment (exceptions may be authorized by the appropriate <i>officer</i>) • For <i>student</i> athletes, athletic policies also apply • Reimbursements for the <i>immediate family member(s)</i> of the recruit must be approved by the appropriate <i>officer</i> • PPS Travel Authorization and Expense • PPS Official Functions
18. <u>Reimbursements</u>	Yes	<ul style="list-style-type: none"> • As restricted by PPS Travel Authorization and Expense
19. Retirement Parties	Yes	<ul style="list-style-type: none"> • PPS Recognition and Training • PPS Official Functions • See Recognition Expenses, above
20. <u>Student Recruitment Host Per Diems</u>	Yes	<ul style="list-style-type: none"> • \$30 <u>per diem</u> is allowed to <i>student</i> hosts to cover costs associated with official recruiting visits for potential <i>students</i> (no receipts required) • Requires fully executed agreement between <i>student</i> host and <i>organizational unit</i>, detailing responsibilities/activity dates • For <i>student</i> athletes, athletic policies also apply

Procedures for Sensitive Items

Item Description	Allowability	Conditions
21. Tickets to events		
a. Admission tickets to event, purchased by the University	Yes	<ul style="list-style-type: none"> • PPS Official Functions • APS Donations
b. Complimentary tickets to university events (provided by the University)	Yes	<ul style="list-style-type: none"> • APS Complimentary Tickets and Related Expenses for Employees and Non-Employees
22. Tips	Yes	<ul style="list-style-type: none"> • Reasonable tips are allowed (up to a maximum of 20% of actual service or good charge) • For tips in travel status, see PPS Travel Authorization and Expense
23. Training Expenses		
a. Functions or activities that are directly related to university work tasks and their related costs, such as team-building exercises focused on the workplace, and supplies/materials	Yes	<ul style="list-style-type: none"> • Training function must have a written agenda • Subject matter/focus of activities must be directly related to work environment/work tasks • PPS Recognition and Training • PPS Official Functions
b. Non-work-related activities and their related costs, such as sporting league registrations/ fees and team uniforms	No	
24. Uniforms and Work Clothes (e.g., provided by campus police or facilities management office for use at work, or by <i>organizational unit</i> for use at a <i>conference</i> or other event)	Yes	<ul style="list-style-type: none"> • Reported as wages to the <i>employee</i> unless employee is required to wear the uniform while conducting <i>official university business</i> for the <i>organizational unit</i>, and the uniform is not suitable for everyday wear. • Note: Uniforms resembling everyday wear will not be reported as wages if the individual value is less than \$75 or if the <i>organizational unit</i> prohibits the <i>employee</i> from wearing the uniform for personal use

Procedures for Sensitive Items

Item Description	Allowability	Conditions
<p>25. Visas, Green Cards, and/or Immigration Fees for entry into U.S.</p>		
<p>a. Fees for permits/documents as required by <i>students</i>, scholars, researchers, or <i>employees</i> in order to conduct necessary university study/work and where there is a direct employment requirement by the U.S. Department of Homeland Security to obtain the permit/document (to include fees for passport/visa photos, foreign country exit fees, costs of birth/health/identity certificates, charges for inoculations...not to include ancillary costs such as medical exams)</p>	Yes	<ul style="list-style-type: none"> • All documents must be approved by the campus international <i>student</i> and scholar services office
<p>b. Fees for permits/documents required for <i>immediate family members</i> of <i>students</i>, scholars, researchers, or <i>employees</i></p>	Yes	<ul style="list-style-type: none"> • PBS Procedures Guide, section on Moving (Relocation) • Must be approved by the appropriate <i>officer</i> • All documents must be approved by the campus international <i>student</i> and scholar services office.
<p>26. Visas for exiting U.S. (includes fees for visa photos, costs of birth/health/identity certificates, and charges for inoculations)</p>	Yes	<ul style="list-style-type: none"> • Ancillary costs included only if required as a condition of passport, visa, and/or sponsored research and such examination could not be obtained at a university facility. • Transportation costs to passport/visa-issuing office included only if employee traveler's presence at that office is required and the office is outside employee's primary work location area • PPS Travel Authorization and Expense