

*UNIVERSITY OF NEW ORLEANS FOUNDATION  
EXPENSE PAYMENT/REIMBURSEMENT POLICY*

*October 1, 2016*

*University of New Orleans Foundation  
Financial Policies and Procedures*

Expense Payment Reimbursement Policy

Issued: October 1, 2016

***General Policy***

The University of New Orleans Foundation will reimburse its officers and employees for the reasonable expenses incurred in conducting the Foundation's business, including, but not limited to, the purchases of supplies, travel, business meals, and similar expenses.

The Foundation will also reimburse University employees for the reasonable expenses incurred in conducting Foundation or University business. University employees are, however, subject to the requirements contained in the Foundation-University Affiliation Agreement concerning payments to or reimbursements of University employees. This Policy recognizes those requirements.

Each Foundation officer, manager, and employee or University employee is responsible for the judicious use of the Foundation's resources and for ensuring that expenses incurred and submitted for reimbursement will be ordinary, necessary, and reasonable. In addition, expenses must be in accord with the wishes and restrictions imposed by donors or grantees.

The policy applies to expenditures or reimbursements from all accounts in the custody of the Foundation, regardless of source of funds. Accounts against which requests for expenditures or reimbursements are to be charged must have sufficient balances to cover the charges. The Foundation generally will not advance funds or permit accounts to be overdrawn.

***Prohibited Expenses***

The Foundation will not pay or reimburse the following:

Expenses of spouses or family members of University or Foundation employees unless the spouse or family member is on University or Foundation business and approved by the University President for a University employee, the Foundation President for the President or a Foundation employee and the Treasurer for the spouse of the Foundation President.

Fines, forfeitures or penalties of university employees

Personal gifts from Foundation or University employees (i.e., gifts that are represented to be from the individual)

Expenditures that create the appearance of being extravagant or lavish beyond the appropriate Foundation or University purpose

Expenditures that create the appearance that the payment will benefit the individual more than the Foundation or University

Contributions to political candidates prohibited by applicable provisions of the IRS or Louisiana Law.

Purchase of gift cards of any kind.

### ***Travel***

The General Policy of the Foundation will be to reimburse the following travel expenses with supporting receipts for all expenses of \$15 or above. Expenses less than \$15 do not require supporting documents:

- Least expensive mode of travel (coach airfare)
- Reasonable actual cost of meals plus tips prudent judgment)
- Reasonable actual cost of lodging Taxi/Limo fare
- Other transportation
- Car storage at airports if less than taxi fare (the traveler is expected to use Personal automobiles at the current IRS mileage rate Baggage handling
- Telephone calls
- Meals and refreshments for others if documented business purpose Other necessary travel expenses
- Rental cars if the cost of the car is justified in savings over taxi or air fares

University employees requesting reimbursement for reasonable expenses in excess of state travel allowances should attach the travel voucher that was submitted to the University.

### ***Moving/Relocation Expenses***

The Foundation will reimburse or pay reasonable moving or relocation expenses of University employees if the expenses are approved by the employee's dean or Vice-President or, in the case of "executive level" employees, by the University President and Foundation President. "Executive level" employees are deans and others that report directly to a vice president or to the President. Moving or relocating expenses must be incurred in accordance with the University's policy requiring competitive pricing of the moving expenses.

### ***Meals - General Rules***

Meals at which faculty, staff or students, and external parties are present for the purpose of conducting substantial and bona fide University business are allowable to the extent set forth in this policy. The reimbursement request with required supporting documentation should be submitted within 10 business days of incurring the expense.

For a business meal to be reimbursed, a business purpose with a list of attendees and their business relationship to the University is required by the I.R.S. regulations under IRC 162 and 274.

The original receipt, (must include date, amount and place) from the restaurant is the preferred type of receipt. The business meal may be incurred in conjunction with travel or may be unrelated to travel.

### ***Business Meals Involving External Parties***

The Foundation allows payment for reasonable and necessary meal expenses incurred during a business meeting involving external parties if the purpose of the meeting is to discuss University business, and it is necessary or beneficial to the University to provide a meal while the meeting is being held.

The Foundation expects the cost of business meals to be reasonable and reimbursement is limited as follows:

When sound business reasons necessitate that business meals exceed \$75 per person, the excess cost of the business meal must be approved by the Provost's Office.

Costs in excess of \$125 per person will not be reimbursed.

### ***Business Meals Among University Personnel***

The Foundation allows payment for reasonable and necessary business meal expenses for meetings involving only University personnel under certain circumstances. The frequency of such meetings and the related expenses must be reasonable and appropriate to the

purpose of the discussion and the nature of the business conducted. Such meetings include:

- Breakfast and dinner meetings which are necessary for the conduct of University business;
- Formally-organized luncheon meetings or work-related retreats which are necessary to carry out the business of official committees appointed by the University; or,
- Meetings of an organized work group of employees that require the work of the group to progress through a normal mealtime.

The Foundation expects the cost of business meals to be reasonable and reimbursement is limited to the state per diem per person by type of meal or actual cost of meal, whichever is less. Reimbursement requests must adequately explain the nature and necessity of the meeting relative to the mission of the University.

### ***For Employees Working Overtime***

The Foundation expects the cost of business meals to be reasonable and reimbursement is limited to the state per diem per person by type of meal.

The department administrator or a designee with appropriate decision-making authority and the dean of the college must approve expenses for business meals.

### ***Documentation***

Expenses must be supported by appropriate original receipts or other acceptable documentation. Credit card statements alone will generally not be considered sufficient documentation for expense reimbursement.

The receipts or supporting documents should indicate the business purpose of the expenditure or an appropriate explanation of the business purpose should be noted on or attached to the receipt or the check request.

Supporting documentation for reimbursement of meals or entertainment expense must include the names of the individuals attending the meal or entertainment and the business purpose.

### ***Reimbursement Process***

#### *Foundation Forms*

Reimbursement requests should be processed using Foundation Check Request Form (Attachment A). Appropriate receipts or other supporting documentation must be attached to the check request.

Travel reimbursements should be submitted on Foundation Travel Expense Vouchers (Attachment B) or University Travel Expense Vouchers.

#### *Approvals*

##### *Foundation Employees*

Approval of the Foundation employees is required for expense or travel reimbursements. Vice presidents travel expense reimbursements will be approved by the Foundation President. The Foundation President's travel reimbursements will be approved by the Treasurer or Chair.

##### *University Employees*

In all cases, approval of the university official with administrative responsibility over the source of funds (account) will be required.

Approval of the employee's university administrative superior will also be required.

Expenses of deans must be approved by vice presidents. Expenses of the University President will be approved by the University's Vice President of Business Affairs and the Foundation President. If the Foundation President is in doubt about a particular expense, he or she shall inform the University President and request that the President seek approval from the University of Louisiana System.

Reimbursements/expenditures submitted by the Foundation President shall be approved by the Foundation Chair.

### ***Advances***

The Foundation will generally not provide cash advances for expenses to University or Foundation employees unless approved by the employee's immediate supervisor and the Foundation Chief Financial

Officer or the President. Employees will be expected to use their personal credit cards and to submit requests for reimbursement supported by appropriate documentation.

Reimbursements will be made payable to the employee and not directly to the creditor.

### ***Credit Cards***

Foundation credit cards will generally not be issued to Foundation or University Employees. The issuance of Foundation credit cards may be approved by the President for individuals whose job requires the use of such cards, e.g., the Executive Director University Advancement and the Director of Development. As mentioned under Documentation, credit card statements alone will generally not be sufficient for reimbursement. Original receipts will be the preferred documentation.

### ***Business Expense Advances/Allowances***

General business expense advances to University or Foundation employees (e.g., a specified amount per month for unspecified business purposes) will not be made by the Foundation.

### ***Compensation to University Employees***

When requested by the University and provided that resources are available, the Foundation will provide support to the University to pay compensation to University employees. The actual payment of the compensation to the University employee should be made by the University.

Any salary supplement in the form of continuing compensation to University administrative employees must be approved by the Executive Committee.

The Foundation's procedure for paying any compensation to University employees is to pay the approved sums to the University; the University will subsequently pay the employees.

The Foundation will not pay compensation to University employees via professional service contracts.

### ***Professional Service Contracts***

The Foundation will engage in contracts for professional services as necessary to accomplish its business purposes. Any professional service contracts will be on approved Foundation contract forms.

#### ***University Employees***

The Foundation's general policy is not to engage in professional service contracts with University employees. University departments or individuals proposing professional services contracts to the Foundation will be required to certify that:

- 1) the contractor is not a University employee or an entity owned or managed by a University employee,
- 2) if the proposed contractor is a University employee or an entity owned or managed by a University employee or a member of the University employee's immediate family has an interest,

the contract has been justified in writing and with specificity demonstrating among other things, that the proposed contractual duties with the Foundation are not those which the employee should perform directly for the University. All such contracts must be approved by the University President in accordance with PPM FS-III.VII-I and approved by the University to ensure compliance with the Affiliation Agreement and the Louisiana Code of Ethics and reviewed by the Foundation Executive Committee.

***Exceptions***

Exceptions to this policy that are not specifically prohibited by the Foundation-University Affiliation Agreement must be approved by the Foundation President.

Anthony Gregorio  
President and CEO  
University of New Orleans Foundation