UWG Foundation, Inc. (Foundation) – Expenditure of Foundation Funds

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Governance Oversight by: UWG Foundation, Inc. (Foundation) Executive Committee

I. Purpose

The University of West Georgia Foundation, Inc. (Foundation) exists in order to support the University of West Georgia in its mission to provide excellent higher education to its constituencies. Private philanthropic support depends, in part, upon the confidence donors have in the Foundation's commitment to sound fiduciary management of funds, including expenses.

II. Definitions

Documentation – Itemized receipts

Business Expense – To be deductible, a business expense must be both ordinary and necessary. An ordinary expense is one that is common and accepted in your industry. A necessary expense is one that is helpful and appropriate for your trade or business. An expense does not have to be indispensable to be considered necessary.

III. Applicability: This policy applies to all Board members, administrators and staff.

IV. Exceptions:

Section 2.3 of the Statewide Accounting Policy & Procedure. Employees are allowed to use their personal vehicle and to obtain mileage reimbursement at the Tier 1 rate as determined by the General Services Administration even if it is not the lowest cost alternative. This exception is granted due to the increased amount of time and paperwork required to obtain a fleet or rental vehicle and the fact that oftentimes travel begins or ends at the residence of the employee. Other exceptions may be granted by the Executive Director of the Foundation in consultation with the Foundation Chair. Such exceptions must be documented in writing.

V. Policy Statement

General Policy

All University System of Georgia rules apply with respect to expense reimbursement and other financial support in determining the appropriateness of expense reimbursements. All expenses
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must be both reasonable in amount and necessary to support the mission of the University of West Georgia.

A. Those using Foundation credit cards and seeking reimbursement from the Foundation should remember that Foundation funds come from donor-provided dollars, among other sources, and that all expenses paid by the Foundation are subject to IRS regulations, Statewide Accounting Policy and Procedure, public scrutiny and audit. Expenses that are not properly documented will not be reimbursed. Documentation must clearly demonstrate that the expense is reasonable and related to University or Foundation business. The following must be submitted in order for payments and/or reimbursements to be processed per IRS guidelines:

   a. All receipts (date, place and amount must be included)
   b. A complete detailed description of the purpose for the activity or event
   c. The names and affiliations of the persons or groups attending. Descriptions may be generalized for groups larger than 12 participants.

B. Requests for reimbursements must be approved by a University employee senior in job position to the person (employee) making the request. A single transaction over $500 must have prior approval by the Director of Alumni Relations for charges to the Alumni Association or Young Alumni Association accounts and by the Foundation Executive Director for charges to the Foundation Operating Account.

C. Periodically, the Executive Committee of the Foundation will adopt specific rules applicable to expenses for travel, entertainment, meals, lodging, and other expenses; however primary reliance will be placed upon the sound discretion and judgment of University officials regarding expenses for which reimbursement is sought considering the principles set forth herein and all legal requirements.

D. Detailed receipts and the appropriate completed reimbursement form must be turned in by the 5th of the month following the month in which expenses were incurred.

Meal and Entertainment Expense

The Foundation allows charges and reimbursements for development and alumni relations staff that are reasonable and necessary expenses and directly related to the support of the University. Expenses associated with conferences and continuing education are reimbursed from state funds. The following guidelines concerning meal and entertainment expenses apply:

A. Meal expenses will be authorized if they involve donor or prospect cultivation, solicitation and/or stewardship. Documents must reflect the business purpose of the meal. The requests for reimbursement and/or payment must be properly documented.

B. Meals for University personnel (i.e., not involving individuals external to the University) that are scheduled for the purpose of conducting business related to University matters
or as an official function of the University. Solo (individual employee) meal expenses will be reimbursed only on official University business travel.

C. Entertainment (whether for University personnel only or involving individuals external to the University), while necessary and useful for conducting business should be reasonable and appropriate, and attendees should be limited to those necessary to achieve the business purpose. Authorization for entertainment expenses other than meals must be approved in writing more than 72 hours in advance by the Foundation Executive Director. Expenses that are excessive in frequency, number of participants, and/or cost, may not be approved by the Foundation at the discretion of the Foundation Executive Director. Meals/receptions/events before 4 PM are limited to $50 per person reimbursement and dinners/receptions/events starting at 4 PM and later are limited to $90 per person reimbursements. These limits exclude taxes, gratuities and services charges.

D. Foundation funds may not be used to purchase tickets to athletic/other events for personal use. Reimbursement may be made for those tickets purchased for business uses and for which an accounting of use is submitted with the request for reimbursement. Authorization should be requested from the Executive Director of Development before purchase is made.

E. Expenses for meals and entertainment for UWG employee's spouse may be paid if the spouses of guests are also present or invited and if it can be shown that the spouse had a clear business purpose, rather than a personal or social purpose. The meal or entertainment expense for a spouse may also be paid if the spouse is acting as a host or hostess for a small party. This must be clearly stated on the expense form.

Credit Card Expenses

The credit card limit for development and alumni relations staff is $2500 per card. Foundation credit cards should not be used for any personal purchases including the purchase of gasoline for a personal vehicle. A completed credit card expense report should be completed by the 5th of the month following the date of the charges accompanied by detailed receipts for each charge. Reimbursement from the Alumni Association account(s) should indicate this under the University Related Purpose column.

Mileage Expense Report

A completed mileage expense report should be turned in by the 5th of each month for the previous month. Mileage will be reimbursed for business travel associated with development or alumni relations activities. Mileage associated with staff development or conferences will be reimbursed from state funds.
Overnight Expenses
Employees are encouraged to stay in reasonably priced motels or hotels and government or corporate rates must be obtained where possible.

Sunset Hills Expense Report
A completed Sunset Hills expense report should be turned in by the 5th of each month for any meal or entertainment related expense. Detailed receipts should be turned in to the Office Manager on the date the report is filed. All policies related to entertainment expense apply to Sunset Hills charges.

Unallowable Expenses for Reimbursement
The following are examples of expenses that will not be reimbursed by the Foundation:

- Payment of fines and penalties
- Payment of late charges
- Office or other furnishings not in accordance with university standards
- Gifts for faculty or staff
- Office parties such as birthday parties, baby showers, etc. where there is no business purpose.
- Personal telephone calls
- Traffic violations
- Loss/theft of personal property
- Membership fees in airline clubs
- Reimbursement requests from unofficial organizations