

**COLORADO STATE UNIVERSITY**  
**Financial Procedure Instructions**  
**FPI 2-1**

1. **Procedure Title:** Expenses for Authorized Business Functions
2. **Procedure Purpose and Effect:** The purpose is to define the procedures of authorized business functions.
3. **Application of Procedure:** This procedure applies to all expenditures made with university funds for authorized business functions.
4. **Exemptions:** There are no exemptions from this policy.
5. **Definitions:** The following definitions apply to all expenditures of University funds for authorized business functions:

**A. Authorized Business Functions**

A meeting, conference, reception, meal, or other event or function that is not classified as travel, where food, beverages, or entertainment expenses are incurred for the net primary benefit of the university in connection with one or more of the following: working meetings; training/professional development; guest/student hospitality; employee/student recruiting; promotion and advancement; recognition events and awards; educational outreach or team building. Authorized Business Functions may be attended by University employees and/or guests for the primary purpose of conducting institutional business involving instruction of students, research, public service, outreach, or administration. Attendance is strictly limited to those who are essential to the purpose. Authorized Business Functions rarely reflect a primary business purpose when they include spouses or guests of employees attending at the expense of the University, who have no independent business duties on behalf of the institution.

**B. Authorized Business Function Representative**

A Senior Administrator as defined in Financial Rule 1.5.2 or other individuals approved by the President's Office to serve as an authorized business function approver must review and approve all authorized business function activities and their related costs. To approve documents within the Kuali Financial System (KFS) the authorized business function approver requests access by completing the Application for Authorized Business Function Approval form (see Forms and Tools). This role is denoted in KFS as HOSP-department number (i.e., HOSP-6003).

**C. Gifts, Donations or Charitable Contributions**

Goods, funds, or services given from university resources without consideration of an act or achievement providing clear, direct, and justifiable benefit to the University is strictly disallowed with university funds, unless expressly approved in advance by the University Controller.

**D. Hospitality**

The act of providing food, beverages, or entertainment for the net primary benefit of the University.

#### **E. Personal or Unofficial Business Expenses**

With the exception of the two bullets below, costs which recognize personal occasions, or do not produce a primary benefit for the University are unallowable (e.g., gifts; flowers; clothing; birthday parties; food and beverages not associated with authorized business functions, recruiting, training or travel; medicines; club memberships; etc.).

- Employee Birthday Recognition - A department may purchase birthday greeting cards of a minimal dollar amount for employees in their department on OC6201. Use of free or low-cost e-cards is encouraged. This cost is not included in the \$50/employee per event or \$100/employee per year limit calculation for recognition events.
- Bereavement - Cards, flowers or mementos may be purchased with university funds on OC6201, up to a maximum of \$100 for a current or former employee upon the death of the employee or the current employee's family member. This cost is not included in the \$50/employee per event or \$100/employee per year limit calculation for recognition events.

#### **F. Primary Benefit to the University**

A financial benefit or advantage provided to the University primarily in support of its mission or goals that can stand alone in its justification to the exclusion of any personal benefit that may accrue to the participants, and that is reasonably calculated to exceed the cost of providing such primary benefit.

#### **G. Promotion and Development**

Activities conducted to foster the advancement of University financial and civic responsibilities. All associated costs must be reviewed for reasonableness and prudence to avoid any actual or perceived abuse of University resources.

#### **H. RamCash**

RamCash is considered a cash equivalent. Any RamCash award that is given to an employee must follow the procedures outlined in this FPI. All RamCash awards that are given to students should follow the procedures for Cash Awards in FPI 2-5, Payments to Students. RamCash should not be given to individuals as a form of payment for services. Payments for services should be processed through payroll for employees and processed through Accounts Payable for Independent Contractors.

RamCash can be purchased in advance for Authorized Business Functions. An Authorized Business Function form must be attached to all Internal Orders for RamCash purchases related to advance Authorized Business Functions. An example would include purchasing cards for office staff to use for an Authorized Business Function lunch meeting where it may be less expensive to purchase RamCash than to cater the event. Internal Controls over RamCash are required at all times. Each department must have written procedures in place that provide for the proper safeguarding of RamCash. At a minimum, the following internal controls must be in place:

- Responsible Person is designated for the department as the custodian of the RamCash. The Responsible Person acts as the administrator by purchasing via an Internal Order, securing, dispensing, and tracking the RamCash.
- RamCash must be held in a secure place (i.e., lock box).

- RamCash should be logged in a spreadsheet that uniquely identified each card in order to document the appropriate use of the card for audit purposes. At a minimum, information must include RamCash Card number, purchased amount, used amount (with support), and remaining balance.

#### **I. Recognition Events and Awards**

Events held for the purpose of recognizing the accomplishments and/or contributions of employees or non-employees to the success of the university and its programs, and awards presented to employees or non-employees in connection with such recognition. Examples include holiday or other periodic employee recognition events, retirement receptions, milestone celebrations and the like. Expenses include food, beverage, space and equipment rentals, and other charges related to the event.

- Annual Limit - A department may not expend more than \$50 per person per event, or \$100 per person per year, at all such events, or such lower amounts as may be set by the responsible Senior Administrator, without the express prior permission of the President (or President's delegate/designee). If the recognition events are held off campus (not on a CSU campus), the cost of building/space and equipment rental is included in the \$50/employee per event or \$100/employee per year calculation along with the food and beverage or other charges.
- Exceptions to annual limits:
  - If the recognition events are held on a CSU campus, the cost of building/space rental or University equipment rental is excluded from the \$50/employee per event or \$100/employee per year limit.
  - The cost of Retirement receptions is excluded from the \$50/employee per event or \$100/employee per year limit.

#### **J. Swag and Promotional Items**

University funds may be used to provide tangible items of *de minimis* value (less than \$10 each) at a recognition event, employee fair or other event where such items are made available to all attendees. No cash or cash equivalents may be given. Swag is excluded from the \$50/employee per event or \$100/employee per year limit.

#### **K. Recruiting - Student or Employee**

Activities and expenses related to seeking and securing new students or employees, including travel and reasonable hospitality expenses. This procedure does not cover expenses related to recruiting of student-athletes. Contact the Department of Athletics for more information.

#### **L. Training**

Functions conducted to educate University employees or customers in achieving established program objectives of the University. Expenditures may include registration fees, instructor fees, meeting and equipment costs, and refreshments or meals when appropriate. Training sessions must take place in a public place and must have a written agenda, study materials and an identified presenter (use object code 6649-authorized business function for food and beverage portion of a training event. Use object code 6633-professional development for training with no food or beverages). Alcoholic beverages may not be served during the training session. In the case of a training session hosted by a non-university entity, employees may

consume alcohol provided as part of the training session only after the training session is complete.

**M. Working Meetings**

Meetings during which business of the university is being conducted, when, for the sake of time, efficiency and continuity, it is reasonable to furnish food and beverages to the participants during the meeting at university expense; or at a place other than a university facility, when the business reasons for choosing such a venue are documented on the Authorized Business Function Approval form.

**N. Team Building**

Activities and expenses related to helping a team work together effectively, to positively impact motivation and morale, and to promote an atmosphere of cooperation.

**6. Procedure Statement:**

Any event or activity that does not fall within one of these categories is not an authorized business function, and University funds may not be expended on food, beverages, entertainment, facilities rental, or any other expense in connection with such event unless expressly authorized by these rules.

**A. Events**

- Working meetings (Object Code 6649)
- Training sessions (Object Code 6649)
- Guest hospitality (Object Code 6649)
- Recruiting (Object Code 6627-Employee Recruiting/Object Code 6626-Student Recruiting)
- Promotion and development (Object Code 6649)
- Recognition events (Object Code 6649)
- Authorized Business Function Service Payments (Object Code 6749)-All the events listed above should use object code 6749 if IRS Form 1099-reportable services are performed in connection with the event. If expenses for both authorized business function supplies and authorized business function services are incurred for an event, the expense should be allocated as appropriate between object code 6649 and object code 6749.

Authorized business function expenses (as listed above) should be documented using either the BFS [Authorized Business Function form](#) or a departmental authorized business function form including all items on the BFS form and must be approved by Campus Services prior to use. Kuali workflow is adequate approval of the authorized business function, however, the authorized business function form must be attached to the Kuali document.

The Kuali Financial System (KFS) requires the business authorized function approver to electronically approve any transaction that uses object code 6649. When using object code 6649, it is not required to have the authorized business function form signed by the business authorized function approver, since it is electronically approved in KFS. However, it is recommended to have the expense approved before it is incurred.

All non-employee travel expense purchases made using the University PCard need to have the Authorized Business Function form attached to the PCard document, even if these expenses

are listed as non-reimbursable expenses on the travel reimbursement document. This includes all allowable non-employee travel expenses listed in the PCard Manual. If the travel expenses are reimbursed directly to the traveler, the ABF form is not required on the TR document.

**Alcoholic Beverages** - Expenses must be appropriate, normal, reasonable, and necessary for the occasion. ONLY allowable with authorized business functions or recruiting activities funded from approved sources:

1. Gift Funds: 6430000-6499999
2. Auxiliary Funds: 2602000-2799999
3. Use object code 6650

Expenses for alcoholic beverages may be approved on other accounts if request is made to the Controller in advance of the function. EG funds should never be used for the purchase of alcoholic beverages. Alcoholic beverage expenses should be documented using either the BFS [Authorized Business Function form](#) or a departmental authorized business function form including all items on the BFS form and must be approved by Campus Services prior to use.

## **B. Tips**

Tips should not exceed what is reasonable and customary. Tips should not exceed 20% calculated on the pre-tax amount. However, if due to rounding to the next whole dollar, the percentage is slightly higher than the 20% threshold, it is allowable. For example, if 20% is \$10.88 of the pre-tax amount, and the individual rounds up to \$11.00, even though it is above 20%, this is reasonable rounding and is permissible.

If extra time is taken at a restaurant, for example, while interviewing a job candidate, then an additional 5% might be reasonable; however, the reason for the additional tip must be included on the documentation submitted, or any unreasonable amount in excess of 20% (excluding rounding) will not be reimbursed.

The tip is only reimbursable for food items, and cannot be reimbursable for the alcohol portion, unless alcohol is purchased on an approved fund source.

## **C. Awards**

### **1. Employee Material Awards** – Non-cash mementos at or above \$100.

- a) Procurement. Arrange purchase with a disbursement voucher, purchase order, or procurement card as appropriate. Refer to purchasing manual at <http://www.purchasing.colostate.edu/policy/manual.aspx>.
- b) All documents submitted for reimbursement of employee material award items must include the recipient's name, employee assignment number and include a written statement approved by the appropriate college dean or vice president, documenting the purpose of the award, criteria for eligibility, and selection process.
- c) All cash and cash equivalent awards and non-cash material awards (items valued at \$100 or more) are considered part of the employee's compensation and therefore

constitute taxable wages subject to Medicare, income tax withholding, and W2 reporting requirements. Copies of the documentation should be submitted to Payroll for all cash and cash equivalent, and material non-cash employee awards for taxation purposes.

d) Use object code 6659.

**2. Employee Cash Awards** – For all awards of cash or cash equivalents such as gift certificates or gift cards.

- a) Payment. For all awards of cash – either check or ACH payment or cash equivalents submit a memo to the Payroll Office.
  - i. All cash award amounts will be added to the employee's regular salary, subjected to normal withholding, and paid on the next standard payday.
  - ii. If a special check is required, the sponsoring department must notify Payroll at least two weeks in advance.
  - iii. If the award is a cash equivalent, include cash value of the award on the memo to Payroll. The value of the award will be imputed as wages and also be subjected to normal tax withholding.
- b) Documentation. The memo submitted to Payroll must include: the recipient's name, employee's assignment number and a written statement approved by the appropriate college dean or vice president, documenting the purpose of the award, criteria for eligibility, and selection process.
- c) Use object code 6659.

**3. Employee Retirement Awards** – Tangible property (not cash or cash equivalents) up to \$400 in university-wide aggregate value may be given as an employee retirement award if approved by the responsible Senior Administrator. Greater awards must be approved by the President and the value over \$400 per calendar year will be imputed as taxable wages. Awards may only be given to retirees with five or more years' service to CSU, and an employee may not receive more than one retirement award (except for token awards) within a five-year period.

- a) Cash and cash equivalents (such as gift certificates) are unallowable.
- b) Retirement receptions are authorized business functions, but they are not a part of the \$50/employee per event or \$100/employee per year calculation. These events should be accounted for separately.
- c) Use object code 6659.

**4. Employee Token Awards** – Non-cash mementos limited to plaques, trophies, and mementos under \$100 in value given to employees.

- a) Must be established and presented through a formal process.
- b) Gift Certificates or gift cards are not allowed to be issued as employee token awards. These are considered by the IRS to be a cash equivalent subject to income tax and withholding requirements. For cash and cash equivalent awards please see **Employee Cash Awards** above.
- c) Use object code 6659.

5. **Non-Employee Token Awards** – Non-cash mementos limited to plaques, trophies, and mementos under \$100 in value given to non-employees.

Awards which formally recognize non-employees for efforts or accomplishments directly benefiting the University. Awards are permissible only when made pursuant to an established award program approved by the President or President's designee. Each award must also be approved by a Senior Administrator or by a responsible Business Officer with authority to approve such awards. Ad hoc awards are not permitted. Non-Employee awards are limited to non-cash mementos under \$100 unless purchased with appropriate gift fund (64 account). Use object code 6660.

6. **Swag and Promotional Items** – Tangible items of *de minimis* value (less than \$10 each) purchased with university funds and provided at a recognition event, employee fair or other event where such items are made available to all attendees. No cash or cash equivalents can be given. Swag is excluded from the \$50/employee per event or \$100/employee per year limit.

These items should be charged to OC6205 – Promotional Items

7. **Gifts, Donations or Charitable Contributions** - Goods, funds or services given from university resources without consideration of an act or achievement providing clear, direct, and justifiable benefit to the University is strictly disallowed with university funds, unless expressly approved in advance by the University Controller.

Gifts and contributions made for development purposes, for which no tangible consideration is received by the University, provide such a benefit if they are reasonably related to encouraging donations to be made or for maintaining existing donor relations, are *De Minimis*, and are reasonable. As used herein, "*De Minimis*" means less than \$100, non-recurring, and for non-cash, token gifts of appreciation, sympathy, or recognition. Examples include buying flowers for a memorial service relating to the donor or donor's family or making a gift of CSU-branded souvenirs or apparel to a donor prospect. The Vice President for Advancement will establish guidelines for development officers and departments to follow in determining what is appropriate. Any unique or special circumstances which could require College/units to exceed the \$100 limit will need prior approval from The Vice President for Advancement or Sr. Associate Vice President for Advancement and any such approval shall not exceed \$500 unless first approved by the Controller on the basis of written justification. All such expenses must be paid using gift (64-fund) accounts.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:**  
[Application for Authorized Business Function Approvals Form](#)  
[Authorized Business Function Form](#)