



Foundation Expenditure Policy Manual

Purpose

To provide FACS faculty and staff guidance on Foundation-funded expenses in a manner that meets both University and College needs, policies, and procedures.

Policy Statement

FACS Foundation-managed funds exist to support the College's mission and goals through providing non-institutional dollars to sustain the areas of student scholarship, recruitment of students and faculty, non-traditional operating expenditures, and other special projects.

- Funding provided by external parties is dependent on the College's reputation of properly managing such funds, especially those funds utilized for entertainment, celebration, and recruitment-related expenses.
- Funds are governed by the individual fund agreements and the fund agreement must be followed along with other University and College policies.
- FACS faculty and staff should consider themselves stewards of both private and public funds and should ensure that ***expenses are reasonable and responsibly procured, as well as being necessary to support the mission and goals of FACS.***

Ensuring solid longevity of such funds is also of the upmost importance to the College, thus, FACS has established a set of policies and processes that will accompany those already set by USG, UGA, and the [UGA Foundation](#).

The following policies are effective for events and meals held after February 14, 2024.

- Policies are broken down by practice for the three most common types of events:
[Entertainment, Recruiting & Hiring](#), and [Retirement Celebrations](#).
- In addition to the policies below, all payments to vendors or reimbursements made to employees must be submitted **within 30 days of the event or when the invoice is received.**
- For questions or to discuss special circumstances or obtain pre-approval involving Foundation fund expenditures, please email OFHR Finance Team at facsbus@uga.edu.

A. Direct Billing

a. Entertainment & Social:

- i. For events hosting six (6) people or less, direct billing is allowed **ONLY for on-campus partners** (e.g. Georgia Center and other UGA-owned establishments).
- ii. Meals related to entertainment for a group of more than six people can be direct billed, but must follow all other policies.

b. Recruitment & Hiring: allowable ONLY for on-campus partners. See further policies related to Recruitment & Hiring [here](#).

c. Retirement Celebrations: allowable assuming the celebration includes more than six (6) attendees and per person budget limits and other policies are followed.

d. For six (6) attendees and under, the employee hosting the event (Entertainment/Social and Recruitment) will need to pay and obtain reimbursement.

B. Employee Group Meals

- a. An Employee Group meal is defined as six (6) or more guests.
- b. A preapproval form must be completed and **approved a minimum of five (5) days prior to the event**.
- c. Events must be **greater than 2 hours in duration**.
- d. Department retreats or staff meetings are **limited to one event per quarter**.

C. Overall Meal Costs

- a. These practices ensures that costs and dining experiences across departments/candidates are equitable. This also encourages departments to manage Foundation funds much like institutional funds that must adhere to per diem limits.
- b. For Entertainment/Social meals, the limit for meal costs are **\$25/lunch and \$50/dinner per person**.
- c. For candidate recruiting meals, the limits for meal costs are **\$32/lunch and \$65/dinner per person**.
 - i. Gratuity for all meals **is capped at 20% and 10% for delivery**. Any overages will be assumed by the employee requesting reimbursement.
 - ii. The meal costs limits include all costs including alcohol beverages, dessert, tips, etc..
- d. These meal limits do not apply to refreshments, snacks, etc, but these specific costs should be within reason per person.

D. Alcoholic Beverages

- a. These practices ensure that funds are spent responsibly and fairly as well as set a standard for expected behavior on behalf of the College and University.
- b. Alcoholic beverages are limited to **two drinks per person**.
- c. Alcoholic beverages **total cost cannot exceed more than 30% of the total bill**.
- d. Alcoholic beverages can be purchased for business entertainment, but **not for business meetings**.
- e. Must adhere to [UGA Alcohol Policy](#).

E. Retirement Gifts

- a. The employee must meet the standards of retirement set by UGA and/or USG.
- b. The College will reimburse up to **\$50 per retiree for retirement gifts**.
 - i. If a department wishes to spend more than \$50, the additional funds will need to be collected from members of the department to directly reimburse the employee handling the purchase.
- c. Per UGA Foundation's [policy](#), reimbursements for retirement gifts must be pre-approved by the **Dean or designated signature authority**. The approval must be obtained **in writing before** the retirement gift is purchased. Please email facsbu@uga.edu and OFHR Finance Team will route for approval.

F. Recruitment & Hiring

a. **Number of Attendees Per Meal**

- i. The purpose of this policy is to ensure resources are split fairly across candidates and interview protocol is adhered to by a trained member of the search committee.
- ii. For group meals related to candidate interviews, there is a **maximum of four (4) attendees, with at least one attendee as a member of the search committee**. All attendees included must be necessary for the business purpose of the meal/event.
- iii. A pre-approval form is not required.

b. **Number of Meals Per Candidate (Recruitment & Hiring)**

- i. This policy ensures resources are being fairly split across candidates and departments and that the "entertainment" portion of the trip maintains a level that would be considered reasonable.

- ii. Regardless of the time spent on campus, **the maximum number of group meals per candidate funded by the College should not exceed one lunch and one dinner.**
- iii. There are exceptions for senior level leadership candidates. Please contact the OFHR for more information in these cases.
- iv. Departments may choose to supplement funding for additional group meals while on campus for interviews.
- c. **Advertising Expenses Per Position**
 - i. The College will support a maximum of **\$1,500** in advertising expenses per position being filled. Departments are allowed to supplement the \$1,500 provide by the College when the costs are reasonable, if desired.
- d. **Candidate Travel**
 - i. **First Visits for Candidates**
 - 1. A maximum of **four (4)** qualified final candidates per search can be invited for on-campus interviews with written pre-approval of the Dean or designated signature authority. Written pre-approval must be forwarded to OFHR before seeking payment or reimbursements.
 - 2. Per person travel expenses are limited to **\$1,200.**
 - 3. Departments can request an exception to this limit before any travel takes place, if the candidate's departure city is an exceptionally high-cost area. **Exceptions must be submitted in writing to OFHR Finance Team at facsbu@uga.edu before the travel occurs.**
 - ii. **Second Visits for Candidate & House Hunting Trips**
 - 1. Second visits for final candidates are allowed, however, departments must limit those invited for return visits up to **two finalists per search.**
 - 2. **Pre-approval from the Dean or designated signature authority is required before the finalists travel for second trips.**
 - 3. Approval must be obtained in writing and included with the candidate's reimbursement. The Department Head should email the Dean directly for approval. Approval should be forwarded to OFHR before reimbursement submitted.
 - iii. **Limousine Services**
 - 1. Limousine service is unallowable as a recruitment practice funded by the College. Departments are encouraged to seek more cost-effective methods of transportation for candidates.
 - 2. Exceptions can be made for senior leadership recruitment and/or candidates that request special accommodations for personal circumstances. Exceptions must be obtained in writing by emailing OFHR Finance Team at facsbu@uga.edu and before the expense is incurred.

For questions or to discuss special circumstances or obtain pre-approval involving Foundation fund expenditures, please email OFHR Finance Team at facsbu@uga.edu.

FACS FOUNDATION EXPENDITURE POLICY MATRIX

	<u>Entertainment & Social</u>	<u>Recruitment & hiring</u>	<u>Retirement Celebrations</u>
Direct Billing	Allowed only for on-campus partners for events with six (6) people or less. (Research Meeting, etc.)	Allowed only for on-campus partners.	Allowed for events of six people or more.
Overall Meal Cost	\$25/lunch and \$50/dinner, includes meal, dessert, and alcohol. For recruitment, the limits are \$32/lunch and \$65/dinner.		
Employee Group Meals	<ul style="list-style-type: none"> A <u>preapproval form</u> must be completed and approved prior to the event. Events must be greater than 2 hours in duration and greater than six guests Department retreats or staff meetings are limited to one event per quarter. 	N/A	<ul style="list-style-type: none"> A <u>preapproval form</u> must be completed and approved prior to the event. Meal limits do not apply to refreshments, snacks, etc, but these specific costs should be within reason per person Events must be greater than 2 hours in duration and greater than six guests.
Alcoholic Beverages	Limited to two per person AND should not exceed more than 30% of total meal/event bill.	Limited to two per person AND should not exceed more than 30% of total meal/event bill.	N/A
Preapproval form	Required – must be completed and approved at least five (5) days prior to event (add link to the form)	N/A	Required – must be completed and approved at least five (5) days prior to event (add link to the form)
Event Payments /Reimbursement	All payments to vendors or reimbursements made to employees must be submitted <u>within 30 days of the event or when the invoice is received.</u>		
Gifts	N/A	N/A	<ul style="list-style-type: none"> Reimbursement for purchase of gift should not be more than \$50. Retirement gifts <u>require pre-approval from the Dean</u> for reimbursement.
# of Attendees Per Meal	N/A	For group meals related to candidate interviews, there should be a <u>maximum of four attendees</u> , with at least one being a search committee member.	N/A
# of Meals Per Candidate	N/A	Regardless of the time spent on campus, <u>the maximum number of meals per candidate should not exceed one lunch and one dinner.</u>	N/A
Advertising Expenses	N/A	Per search advertising expense limits of \$1,500.	N/A
Candidate Travel	N/A	<ul style="list-style-type: none"> Department is limited up to 4 qualified candidate on-campus interviews per search. Per person travel expense limits of \$1,200. Exceptions may be requested depending on the candidate's departure city. Limousine services is unallowable. Second visits for house hunting are limited up to 2 finalists per search. 	N/A