

**Manhattanville College**  
**Selected Expenditure Guidelines**  
**Approved by President's Cabinet -effective 10-19-2016**  
 Policy 5.2.2 Expenditure (Selected) Guidelines  
 Interpreting and Implementing Authority - VP for Finance  
**Approvals of expenditures subject to established signatory authority guidelines.**

Category	Description / Transaction Type	Pay/Not Pay	Special Comments
<b>ALCOHOL</b>	Alcoholic Beverages	Yes/No	Yes - will pay for a College approved event catered by Chartwell or for entertaining a College guest. No - will not pay for alcohol for employee on business trip
<b>APPLIANCES</b>	Office refrigerator, microwave oven, coffee maker, etc.	Yes/No	Yes if in department with outside guests, e.g., Welcome Center, Institutional Advancement, President's office, etc. No - if just departmental use
<b>AWARDS - EMPLOYEE</b>	Employee awards and incentives	Yes	Must be part of an employee award/incentive program approved by the President; officially College sanctioned by HR. Applicable taxes may apply.
<b>AWARDS - STUDENT</b>	Student Awards	Yes	Must be part of a student award/incentive program approved by President; officially College sanctioned. Must be pre-approved by the Financial Aid Office. Applicable taxes may apply.
<b>CARDS</b>	Holiday, greeting cards	No	Exception - offices of President, Undergraduate Enrollment Management, and Institutional Advancement have discretion.
<b>CONTRIBUTIONS</b>	Donations to charity, any type of gift	No	Exception - offices of President and Institutional Advancement have discretion.
<b>DECORATIONS</b>	Includes but is not limited to holiday decorations, plants, flowers, pictures, artwork, and general office décor	No	Does not include official College campus holiday decorations installed by Facilities Services and in departments with outside guests, e.g., Welcome Center, Institutional Advancement, President's Office, etc.

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<b>DUES - INSTITUTIONAL</b>	Institutional membership	Yes	Membership must be in the name of Manhattanville College
<b>DUES - INDIVIDUAL</b>	Individual membership to:  Civic/service/private club	No	
	Professional organization (related to employee's job)	Yes	Only if job related AND if there are no available institutional membership; does not apply to professional licensure (see below)
<b>ENTERTAINMENT or GUEST SPEAKERS</b>	Official College event	Yes	College approved event; requires approved Speaker Agreement
<b>FLOWERS - FUNERAL / ILLNESS / BIRTH/ ANY OCCASION</b>	Employee or Student	No	Exception - office of President has discretion.
<b>FLOWERS - FUNERAL / ILLNESS / BIRTH/ ANY OCCASION</b>	Employee's immediate family	No	Exception - office of President has discretion.

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<b>GIFTS - EMPLOYEE</b>	Appreciation / Thank you	No	Exception - offices of President and HR has discretion.
	Memorial	No	Exception - office of President and HR has discretion.
	Retirement	No	Exception - must be official retirement from College; officially College sanctioned by HR
	Special occasions	No	
	Sporting / Performing Arts event tickets	No	
<b>GIFTS - FRIEND / DONOR</b>	Appreciation / Thank you	No	Exception - offices of President, Undergraduate Enrollment Management, and Institutional Advancement have discretion in all of these categories.
	Memorial	No	
	Special occasions	No	
	Sporting / Performing Arts event tickets	No	
<b>GUEST</b>	Official University guest	Yes	Travel reimbursement must be made based on actual receipts; cannot be current employee, current student, or relative of current employee or student; must adhere to College Travel Policy, requirements. and procedures.

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<b>MEALS / FOOD - EMPLOYEE</b>	Departmental social activity	Maybe	Advanced pre-approval is required from VP or President
	Entertaining official guests	Yes	Care must be exercised in ratio of employees to guests; generally not reasonable for entire department/college/school to entertain guest(s) under this provision
	Faculty or staff orientation/reception	Yes/No	Yes if one event for all No if individual events
	Unplanned working meal	No	Unplanned meals are not allowed expenses
	Individual employee working through meal	No	This is an expenditure guideline; employees must follow established HR guidelines regarding meal periods
	Planning/adminstrative meeting (planned luncheon)	Yes	Advanced pre-approval is required from VP or President; presumption is that it is unavoidable that employees must work through a meal time with no other options for scheduling meeting
	Recruitment	Yes	In compliance with HR procedures
	Retirement	No	Exception - must be official retirement from College; College sanctioned event by HR
<b>MEALS / FOOD - EMPLOYEE SPOUSE</b>	Entertaining official guests	Maybe	Care must be exercised in ratio of employees and spouses to guests; advanced pre-approval from VP or President
	Faculty orientation/reception	Yes	Spouses may also be included in public relations activities and other events
	Recruitment	No	

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<b>PROFESSIONAL LICENSES</b>	Required as condition of employment	Discretionary	Based upon budgetary constraints and based upon defined benefit to College
	Not required as condition of employment	No	
<b>PROFESSIONAL DEVELOPMENT REQUIRED BY LICENSE</b>	Required as condition of employment	Discretionary	Based upon budgetary constraints and based upon defined benefit to College
	Not required as condition of employment	No	
<b>REFRESHMENTS</b>	Departmental use	Yes/No	Yes - Bottled water, soft drinks, coffee, etc. if in department with outside guests, e.g., Welcome Center, Institutional Advancement, President's office, etc. No - if just departmental use
<b>RELOCATION</b>	New employees	Yes	Must adhere to College policy and IRS guidelines for reimbursement of moving / relocation expenses. Subject to pre-approval by HR.
<b>STUDENT ACTIVITIES</b>	Student orientation/reception	Yes	Includes refreshments, decorations, entertainment (speaker, musician, etc.)
	Departmental graduation events	Yes	Includes refreshments, decorations, entertainment (speaker, musician, etc.)

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	Travel	Yes	Travel reimbursement must be made based on actual, original, itemized receipts; adhere to College Travel Policy, requirements, and procedures. May have to be reported to the Financial Aid Office.
	Special events, including prizes, raffles, awards, etc.	Yes	Student must provide identification and be aware of and understand potential financial aid impact; College will issue IRS Form 1099 as appropriate. If any amount \$25 or more is given to a student Financial Aid must be notified.
<b>COLLEGE OR DEPARTMENT ACTIVITIES</b>	Community-related programs, seminars, workshops, conferences and continuing education workshops	Yes	Official College event where majority of participants are not College employees; may include meals, refreshments, entertainment (speaker, musician, etc.)
	Faculty and staff retreats, planning and administrative training meetings	Yes	Advanced pre-approval is required from VP or President; intent of activity/event is to enhance employee performance and communication, or to improve operation of unit/organization; may include meals, refreshments, entertainment (speaker, musician, etc.)
	Faculty and staff orientation / reception	Yes	Advanced pre-approval is required from VP or President; activity/event is organized and presented by College or department; may include refreshments, decorations, etc.; does not include overnight lodging or travel
<p><b>If seeking payment for an expense, the employee/department must submit the following information with the request for reimbursement or payment. * Names, titles, and relationships to the College of the individuals who entertained, were entertained, gave or received gifts. NOTE: When seeking approval for refreshments, this list may include the names of the participating organizations or groups when the number of participants is large or when the names of the participants are unknown. * A statement detailing the purpose of the entertainment or gift.</b></p>			