

ARTICLE VII: FINANCIAL POLICIES AND PROCEDURES
Section 1. Reimbursements

Policy 1.1: Entertainment Reimbursement
Issued: June 1, 2001

The State of Illinois and the Board of Trustees Regulations dealing with travel are primarily intended to regulate the reimbursement of expenses incurred by state employees. Further, the intent is to severely limit the cases where an employee may be reimbursed for expenses incurred while she/he is in the headquarters area and not in travel status.

The following guidelines are to be used to determine allowable expenses incurred by or for University personnel participating in meetings, conferences, and other events arranged or sponsored by the University within the Chicago "metropolitan area"

- a. Purchases of refreshments including coffee, soft drinks and snack foods are an allowable cost if approved in advance by the appropriate Vice President or designee, when used in connection with University events involving non-University personnel as key participants or when involving only University personnel where such activity is non-routine in nature. Non-routine means that the event is not a regularly scheduled occurrence and if repeated does not involve substantially the same group of participants.
- b. Meals and related expenses purchased for University personnel in conjunction with University events involving only University personnel or with University guests are an allowable expense in selected and non-regular situations, but only if approved by the appropriate Vice President or designee in advance. Where such expenses are approved, actual meal costs for individuals ordered from a menu will be reimbursed at a maximum of \$10.00 per person for breakfast or lunch and \$20.00 per person for dinner if the employee is not in travel status. Actual meal costs when ordered and billed for a group will be paid. Purchases of alcoholic beverages are not reimbursable.
- c. Meal tickets purchased from the Commuter Center for University personnel as key participants are allowable only where attendance is required by the President or Vice Presidents and approved by the appropriate Vice President.
- d. Lodging for guests of the University in connection with official business is an allowable expense. Lodging for University personnel in connection with University events is allowable only where the nature of the event involves sponsored activities connected with official business at unusual hours and where attendance is required by the President or Vice President. The allowable cost of such lodging for University personnel and for guests of the University shall not

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- exceed the maximum accommodation rates as specified in the travel regulations.
- e. Other reasonable costs in connection with University events such as meeting rooms, set-up charges, equipment utilization, and related supplies are allowable expenses.
 - f. Transportation costs to and from official headquarters for University personnel attending University events held at an off-campus location are an allowable expense and shall be treated and processed as "local" travel. Local travel is defined as travel within the Chicago metropolitan area where living expenses are not involved; i.e., travel expenses consisting only of transportation and incidentals (mileage, tolls, parking, etc.).
 - g. All requests for reimbursement must be explained in full, itemized in detail, supported by receipts where appropriate, and approved by the appropriate fiscal agents and Vice President. This itemization should include the number of people attending and the purpose of the function.
 - h. The purchase of alcoholic beverages, entertainment or memberships in private clubs is prohibited.

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Policy 1.2: Reimbursement of Moving Expenses
Issued: June 1, 2001

In general, the University's reimbursement for moving and relocation expenses shall be limited to the lesser of 60% of actual expenses or \$1,000 in accordance with Section V, paragraph F of the Board of Trustees Regulations.

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Section 2. Expenditure Controls

Policy 2.1: Policy on Handling Payroll Overpayments
Issued: June 1, 2001

- a. On occasion, through clerical error either in departments or central offices, university employees may receive paychecks which (1) should not have been issued or (2) are an amount greater than that to which they are entitled. An example of the former would be issuing a check for someone on summer recess or a civil service/A&P on leave of absence. An example of the latter would be a faculty member on a full-year sabbatical at half pay and a check is issued for full pay.

In cases such as these, it should be easily apparent to the employee that an error has been made. Accordingly, it is expected that the affected employee take immediate steps to notify her/his department of such an occurrence and the department will notify the Payroll Office.

The affected employees will be given three options to effect repayment as follows:

- a. return the incorrect check, or
- b. forward a check for the full amount due within 30 days of the date of the letter described below, or
- c. have the full amount offset against future paycheck(s) as specified in the letter. The attached letter will be sent to the employee's home address as soon as the overpayment is reported. The employee will be informed that he/she will not receive a paycheck on the next available date after a 30 day grace period. The employee may request a meeting with the Director of Financial Affairs if she/he does not agree that the payment is incorrect.
- b. The Director of Financial Affairs (with approval of the Vice President of Administrative Affairs), will be given the discretion to deviate from this policy based on an individual employee's circumstances if she/he feels that it is in the best interests of the employee and the University.

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Policy 2.1: Policy on Handling Payroll Overpayments
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Issued: June 1, 2001

CHICAGO STATE UNIVERSITY
NOTICE OF OFFSET OF CLAIM
ON EMPLOYEES FOR PAYROLL OVERPAYMENTS

Date: _____

To: _____

You are hereby notified that Chicago State University intends to offset against payroll payments from the University to which you are or may be entitled an amount owed by you to the University as follows:

If you have any questions or wish to appeal this statement by contesting the existence or accuracy of the claimed debt, please contact the Director of Financial Affairs. If you have not made payment or requested a meeting within 30 days, the following action will be taken:

We urge you to take this matter seriously and attend to it as soon as possible. If you have any questions or wish to request a meeting, please call our office at extension 2035.

Sincerely,

Payroll Department

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Section 2. Expenditure Controls

Policy 2.2: Policy on Travel
Issued: June 1, 2001

As you are aware, resources are severely limited at Chicago State University. Therefore, I am implementing a new policy regarding travel.

Effective immediately, I am limiting business travel, on behalf of the University, to two nights and three days, or three days and four nights if travel is covered by grant funds. Should the traveler be able to show that a long stay would save funds in terms of lower airfare, this could be approved by the President or Provost.

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Policy 1.5: Expenditure Controls

Issued: June 1, 2001

Effective immediately, I am implementing a freeze on all hiring and equipment purchases to facilitate a balanced budget for the University. This action includes extra help positions, but positions and equipment funded by grant and award programs are excluded. If there are extraordinary circumstances that require special consideration, please forward them to me through your respective vice president.

These spending controls for FY 2001 will remain in effect until further notice. With your help, I have very confidence that we will finish the current fiscal year in a healthy financial position. Thank you in advance for your contributions.