

RADFORD UNIVERSITY
APPROPRIATE SOURCES FOR UNIVERSITY SPENDING
Frequently Asked Questions

Note: Excludes grant funding. Spending must be in compliance with stipulations of the award.

Note: Extraordinary requests or requests where funding source cannot be determined may be routed to Provost or Vice President for review.

Item	University Funds (E&G, Auxiliary, Local)		Private Funds (RU-affiliated foundations)	
	Allowed?	Conditions	Allowed?	Conditions
Gifts				
Gifts for Alumni and Donors – gifts; flowers; cards for sickness, memorial, retirement, appreciation, holiday or birthday cards, etc.	No		Yes	As approved by Alumni Affairs Director
Gifts for Faculty and Staff – gifts; flowers; cards for sickness, memorial, retirement, appreciation, holiday or birthday cards, etc.	No		No	
Gifts for Current and Prospective Students – gifts; flowers; cards for sickness, memorial, retirement, appreciation, holiday or birthday cards, etc.	No		No	
Employee and Student Recognition				
Faculty (T&R and A/P) recognition - non-monetary awards including luncheons, plaques, etc.	Not at this time	Policy needs to be developed	Yes	For programs funded for this purpose
Student recognition - non-monetary awards including luncheons, plaques, etc.	Yes	See Payments to Student Policy	Yes	For programs funded for this purpose
Classified staff recognition - non-monetary awards including luncheons, plaques, etc.	Yes	See Employee Recognition Guidelines	Yes	For programs funded for this purpose
Student recognition - cash awards	Yes	See Payments to Student Policy	Yes	For programs funded for this purpose
Faculty (T&R and A/P) recognition - cash awards	Not at this time	Policy needs to be developed	Yes	For programs funded for this purpose
Classified staff recognition - cash awards	Yes	See Employee Recognition Guidelines	Yes	For programs funded for this purpose
Meals, Food, and Entertainment				
Alcoholic beverages for University events including set-ups, bartender, and/or corkage fee	No		Yes	As approved by VP for Advancement and within approved budgets
Social functions for RU employees, including retirement celebration, birthday parties, wedding or baby showers, department picnics or holiday parties, etc.	No		No	
Food & drinks (coffees, soft drinks, bottled water, snacks, etc.) for routine inter-office use	No		No	
Meals provided at regularly scheduled or routine meetings, or as a "perk"	No		No	

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Food and refreshments for University guests and their hosts for a particular visit	→	See University Food & Beverage Policy	Yes	For programs funded for this purpose as approved by Provost or Vice President
Bona fide business meals with only University employee in attendance (meetings, retreats, planning sessions, etc.)	→	See University Food & Beverage Policy	No	
Meals and receptions to honor students – costs for students, faculty, staff, and parents	→	See University Food & Beverage Policy	Yes	For programs funded for this purpose as approved by Provost
Donations				
Charitable donations	No		No	
Sponsorship of events	No		No with one exception	President may permit the University to participate in sponsorships or events if it is important to the educational mission and/or visibility
Employee Recruitment and Moving/Relocation				
Recruitment costs – Faculty and Staff	Yes	Within limits in University Travel Policy	No	
Entertainment of prospective employees (not spouses) and host at University sponsored events or local cultural events as recruiting tools	Yes	See University Travel Policy	No	
Travel costs or meals for spouse of prospective employee	No		No	
New employee relocation - spouse travel	Yes	As allowed by University Moving and Relocation Policy and within approved limits	No	
Meals for spouses of University employees recruiting prospective employees	No		No	
College or Department Promotion				

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Advertising of the department or college programs	Yes	As approved by the Provost	Yes	For programs funded for this purpose as approved by Provost
Purchase of department or college promotional items (e.g. coffee cups, pens, etc)	→	See University Promotional Policy	Yes	For programs funded for this purpose as approved by Provost
Alumni activities: Costs incurred for, or in support of, specific department or college social alumni activities	No		Yes	As approved by Alumni Affairs
Expenses for post-secondary course, seminar, conferences or workshop, whether or not for credit, using the name of the University or any of the schools or colleges	Yes	Costs within approved budgets coordinated through Office of Academic Outreach	No	
Personal Items				
Department break area equipment including refrigerators, microwaves, or coffee pots	No		No	
Service club or social club memberships (e.g., Rotary, etc)	No		No	
Paying for parking or traffic tickets of visitors or employees	No		No	
General Operating Costs				
Costs of events related to instruction or other institutional activities, including: costs of displays, demonstrations, and exhibits; costs of meeting rooms, and other special facilities used in conjunction with shows and other special events; employee costs for setting up and displaying exhibits, making demonstrations, and providing briefings	Yes	Costs within approved budgets	Yes	For programs funded for this purpose as approved by Provost
Professional development costs that may include national and international travel to conferences, symposiums, and training programs	Yes	See University Travel Policy	Yes	For programs funded for this purpose as approved by Provost
Facility construction or improvement	Yes	Costs within approved budgets	Yes	For programs funded for this purpose
Consultants	Yes	Costs within approved budgets	Yes	For programs funded for this purpose
Program initiation and support	Yes	Costs within approved budgets	Yes	For programs funded for this purpose
Cellular telephones and BlackBerry service fees	Yes	See University Telecommunications Policy	No	

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Dues/ fees for an employee's personal membership to a professional associations	No		Yes	As approved by Provost
Dues/ fees for professional associations memberships required for employee's position	Yes		Yes	For programs funded for this purpose
New faculty research start-up funds	Yes	Costs within approved budgets	Yes	For programs funded for this purpose
Special Events				
Commencement and convocation costs	Yes for College-wide events only	Costs within approved budgets	For department events →	For programs funded for this purpose as approved by Provost
Costs for events to be held in one's home that are University-related	No		Yes	Only with <u>preapproval</u> from President's Office
Clothing				
Clothing for employees participating in new student programs activities, e.g. Quest	→	See University Apparel Policy	No	
Clothing (shirts, jackets, etc) for college/department Student Ambassadors	→	See University Apparel Policy	Yes	For programs funded for this purpose
Clothing for students for study abroad trips	→	Costs within approved budgets. See University Apparel Policy	Yes	For programs funded for this purpose
Reimbursements for regalia to attend commencement	No		No	
Student Activities				
Student travel to conferences to present individual or faculty/student collaborative research	Yes	Costs within approved budget and University Travel Policy	Yes	For programs funded for this purpose as approved by Provost
Student activities such as orientations, picnics, banquets, and student organization support (student academic or programming functions)	Yes	Costs within approved budgets. See University Food and Beverage Policy	Yes	For programs funded for this purpose
Tuition and Professional Certifications				

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Payment or reimbursement for employee taking coursework at another institution	→	See Educational Aid Policy	Yes	For programs funded for this purpose
Payment for employee certification or licensure training and/or exams	→	See Educational Aid Policy	Yes	For programs funded for this purpose
Travel				
Automobile rental when traveling to a conference	Yes	Costs within University Travel Policy	Yes	For programs funded for this purpose
Automobile rental insurance	No		No	
Travel reimbursements exceeding state limits with pre-approval	No		Yes	Only with <u>preapproval</u> from President's Office
Travel and living costs to support visiting faculty	Yes	Costs within University Travel Policy and IRS guidelines	Yes	For programs funded for this purpose as approved by Provost and within IRS guidelines