University of Florida Foundation, Inc.
Disbursements

Policy #: 5.10
Effective Date: September 25, 2015
Responsible Department: Finance and Accounting

1. PURPOSE

To allow for responsible spending of UFF Source of Funds (SOF).

2. APPLICABILITY

All expenditures and transfers of monies from UFF Source of Funds for the benefit of UF. Exceptions to this policy may be granted, where appropriate, by the Executive Vice President, or his or her designee.

3. POLICY

The following sets forth the responsibility and authority of the UF President, vice presidents, deans, and directors to administer SOF of UFF and the guidelines for making disbursements.

Authority and Responsibilities

All expenditures from UFF SOF are subject to the Memorandum of Understanding (MOU) between the University of Florida Board of Trustees and the University of Florida Foundation, Inc. In addition to this MOU:

- Operating expenditures of UFF, or those for fundraising, development, or alumni purposes, will be processed directly by UFF Disbursements, and are subject to UFF policies. Where no express UFF policy exists, operating expenditures are subject to UF Directives and Procedures.
- All other expenditures for and on behalf of UF and its mission are subject to UF Directives and Procedures.

The UF President and vice presidents are solely responsible for disbursements from SOF which they control. The deans or directors are responsible for approval of all disbursements from each college/unit SOF.

All disbursement and transfer requests must be authorized by the Fund Administrator and the appropriate dean, director, or vice president. In addition, a disbursement or transfer request for
$50,000 or more must also be authorized by the UFF Executive Vice President, UFF Associate Vice President, or a designee of either.

Within each college/unit, the dean, director, or vice president may establish written policies under which no more than two persons may be designated by the dean, director, or vice president to authorize for him or her in the role of dean, director, or vice president. An Alternate Signature Authority Designation must be submitted to record these alternates at UFF. Any change to the designation requires a new form, with all pertinent signatures as of the date of change. All previous designations will become invalid. Payments to deans, directors, or vice presidents, or payments which benefit them, must be approved by the UF President or a vice president designated by the President.

A college/unit may develop additional control policies.

**General Disbursement Policies - Applicable to all Funds**

There are four basic criteria which determine the legitimate use of UFF SOF. The use must:

1. be reasonable and benefit the University;
2. fall within the donor's intent for the gift;
3. not jeopardize UFF's tax-exempt status; and
4. comply with all applicable statutes and regulations.

All disbursements must have written justification detailing the business purpose suitable for auditing purposes, and must not be:

- For political or charitable contributions, dues to social clubs, fines, or penalties, whether direct or indirect, unless otherwise approved by the Executive Vice President.
- For personal benefit to the payee.
- For first class travel.
- For lavish or extravagant entertainment.

The Fund Administrator is responsible for ensuring that there are sufficient monies to cover disbursements. Requests from SOF with insufficient available balances are subject to being returned without processing.

The UF Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) govern all expenditures relating to research on human or animal subjects. All Fund Administrators must be familiar with these requirements and are responsible for complying with all applicable IRB and IACUC rules and regulations.
**Monies for activities identified by the Fund Administrator as requiring IRB or IACUC oversight shall be transferred and disbursed through the Division of Sponsored Programs,** even though the original gift was deposited at UFF. Monies transferred to the Division of Sponsored Programs are subject to its rules and regulations.

**Travel**

**Business meals** – meals away from home are reimbursed in accordance with University Travel Directives and Procedures and Florida Statutes Section 112.061. Reimbursement for meals is made only when the traveler is away overnight. **Reimbursement for meals that include a donor, prospect, or other business-related non-employee are reimbursed as entertainment rather than travel and must include a list of attendees. These are not restricted to the limitations of the statute.**

**Mileage** – mileage for use of a personal vehicle will be reimbursed in accordance with University Travel Directives and Procedures.

**Rental cars** – for development and alumni purposes, travelers may rent vehicles in accordance with the [Car Rental Guidelines](#), as necessary to accomplish the missions of UFF or UFAA. Managers will carefully review expenditures for appropriateness.

**Hotels** – for development and alumni purposes, travelers may stay in non-GSA rate hotels as necessary to accomplish the missions of UFF or UFAA. Managers will carefully review expenditures for appropriateness.

**Airfare** – for development and alumni purposes, travelers are restricted to coach/economy class. Managers will carefully review expenditures for appropriateness.

**Non-employees** – UFF monies may be used to reimburse non-employees (such as speakers, candidates, or consultants) for actual expenses, as documented with receipts, as a vendor payment.

See the UFF Traveler’s Guide and Travel Procedures for additional information.

**Entertainment**

Business meals that include a donor, prospect, or other business-related non-employee are reimbursed as entertainment as noted above. Business meals consumed while not away from home are not normally considered reimbursable by the IRS, with the following exceptions:
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- Faculty/staff has a meal with a prospective donor.
- Faculty/staff has a meal with a representative of an external business-related organization to discuss matters of benefit to UF.
- Faculty/staff has a meeting with a UF business purpose and the meal is incidentally consumed during that meeting.

All requests for reimbursement of entertainment meal expenditures must include an explanation of the business purpose, list of attendees and relationship of those attending, date, and location.

**Gifts to Employees**

Cash and gift certificates are always considered taxable income when paid for by the employer and therefore **may not be given by or paid for with UF or UFF funds**. The value of non-cash gifts includes sales taxes, delivery fees, and other service charges. Individual non-cash gifts to employees of UFF, UF, and other UF affiliated entities must have a value of $75 or less. All expenditures for gifts are subject to review and approval by Finance and Accounting, and must have a bona fide business purpose. Gifts should be given on behalf of a UFF or University department and not specific individuals. Gifts deemed taxable to employees must be processed through payroll.

Examples of allowable gifts include sympathy gifts for a death or serious illness or injury of the employee or his or her immediate family, or gifts for an addition to the employee’s family from a birth or adoption. Gifts to ODAA and UFF staff will be handled by or coordinated with ODAA Talent Management.

- Immediate family is defined as the employee’s spouse, domestic partner, parents of the employee or spouse, child, step-child, step-parent, and siblings.

Gifts for retirement or resignation after five years of service are exempted from the limitation above per Internal Revenue Code §274(j)(4), and are restricted to a value of $400 or less.

UFF funds may not be spent in recognition of personal events or achievements, such as birthdays, weddings, baby showers, or housewarmings, nor may they be used for charitable donations in lieu of gifts.

**Endowed Faculty Position Expenditures**

For specific information on expenditures for endowed faculty positions, please see Policy # 5.11.
Scholarship and Fellowship Expenditures

For specific information on expenditures for Scholarships, Fellowships, and Assistantships, please see Policy # 5.12.

4. CLARIFICATION

Requests for clarification of this policy should be sent to Finance and Accounting at finance-accounting@uff.ufl.edu.

Certified as approved by the Executive Board of Directors on: September 25, 2015.

Susan G. Goffman, Secretary

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Revised June 10, 2009
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