

Radford University Spending Guidelines

Note: Guidelines apply to University funds (Educational and General, state and local auxiliary)

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

Note: All purchases and payments must comply with IRS guidelines, regardless of fund source (University or Foundation funds)

Note: All purchases are subject to budget availability and must comply with applicable university policies to include the Procurement and Contracts Manual

Item	Allowed?	Additional Information
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Gifts for Alumni, Donors, Faculty, Staff, Current and Prospective Students-gifts; flowers, cards for sickness,

Item	Allowed?	Additional Information
Food & Refreshments-University guests	Yes	See University Food & Beverage Policy

Bona fide business meals-University employees 5.7.201 Tm0 G{

Item	Allowed?	Additional Information
Personal articles that are lost or stolen	No	
Baby sitting	No	
Tuxedos or other formal wear	No	
Expenses related to personal negligence of the employee	No	
Non-business related newspapers or magazine subscriptions, books for classes (unless they remain property of the University)	No	

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

Item	Allowed?	Additional Information
Clothing for employees participating in new student programs activities, e.g. Quest	Yes	See University Apparel Policy
Clothing for college/department Student Ambassadors	Yes	See University Apparel Policy
Reimbursements for purchase or regalia to attend commencement/event	No	
Rental fee for regalia to attend commencement/event	Yes	
Student travel to conferences to present individual or faculty/student collaborative research	Yes	See University Travel Policy
Student activities such as orientations, picnics, banquets, and student organization support	Yes	See University Food and Beverage Policy
Payment or reimbursement for employee taking coursework at another institution	Yes	See Educational Aid Policy
Payment for employee certification or licensure training and/or exams	Yes	See Educational Aid Policy
Automobile rentals when traveling on official University business	Yes	See University Travel Policy
Automobile rental insurance	No	University's insurance covers vehicle rentals while traveling on official University business.
Travel reimbursements exceeding state limits with pre-approval	No	

Cleaning supplies for (U) (s) (4) - (c) - 2 (s) (1) (i) (4) (1) (1) (a)