

SUBJECT: Concessions Funds	Effective Date: 9-9-05	Policy Number: 3-209	
	Supersedes:	Page 1	Of 2
	Responsible Authority: University Controller		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University of Central Florida departments and employees.

POLICY STATEMENT:

The University of Central Florida Concession Fund derives its income from commissions earned on receipts from vending machines on campus. Concession funds may be expended for general purposes that serve the higher education interests of the university. A concession fund budget is approved annually. The budget may be allocated for authorized expenditures by the president to the vice presidents, deans, and others as selected by the president.

PROCEDURES:

1. Types of expenditures that are reimbursable from concession funds include:

- meals for employee recruitment, lecturers, visiting officials, or prospective donors
- refreshments served at university meetings, conferences, workshops, receptions, commencements, and seminars
- expenses for employee's spouse, if presence of spouse is officially required
- meals served for UCF advisory bodies, as well as inter-institutional councils, boards, and committees.
- expenses associated with an event held to recognize professional achievement or a significant contribution to higher education by an employee or special events for staff development, generally extraordinary and infrequent in nature, focusing on long-range planning, training, or organizational development
- expenses for events, scheduled or otherwise, that serve the higher education interests of the university, such as music and band events.

2. Types of expenditures that are non-reimbursable from concession funds include:

- refreshments consumed at coffee breaks
- gifts to employees, unless part of a formal recognition program approved by the president, provost, or appropriate vice president
- alcoholic beverages

3. Reimbursements:

The budget director will inform applicable departments or individuals of their annual allocation of campus concession funds. Expenditures may not exceed the allocation; nor may the funds be spent on unapproved items.

4. Appropriate documentation of the event is required, including in all cases the date, place, and purpose. If the number of attendants is five or fewer, their names should be included in the documentation. If the number of attendants is greater than five, the number of people attending and general character of the group should be included in the documentation.

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-209	
Initiating Authority: <u>Will Tomer</u>	Date: _____
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>9/9/05</u>
President or Designee: <u>John C. Hill</u>	Date: <u>9/14/05</u>

