



Concession Funds

Policy Number	3-209.2
Responsible Authority	University Controller
Initiating Authority	Vice President for Administration and Finance and
Effective Date	11/28/2016
Date of Origin	9/14/2005

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

The University of Central Florida Concession funds may be expended for purposes consistent with and supportive of the mission and objectives of the university including support of academic programs, student programs, faculty, and staff members. 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

The appropriate office will inform applicable departments or individuals of their annual allocation of campus concession funds. Expenditures may not exceed the allocation unless additional budget has been approved by the associate vice president for finance and controller. Funds should be spent in the year allocated and only on allowable items.

1. Examples of expenditures that are reimbursable from concession funds include:
 - expenses for employee recruitment, lecturers, visiting officials, or prospective donors
 - meals or refreshments served at university meetings, conferences, workshops, receptions, commencements, and seminars
 - expenses for employee's spouse, if presence of spouse is officially required

- meals or refreshments served for university advisory bodies, as well as inter-institutional councils, boards, and committees
- expenses associated with an event held to recognize employee(s) for professional achievement or a significant contribution to higher education
- special events, infrequent in nature, for staff development, staff morale, management planning and organizational planning
- expenses for events, scheduled or otherwise that serve the higher education interests of the university, such as music events
- flowers for funerals, illnesses, or other circumstances clearly related to university business.

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

- refreshments consumed at regular office breaks
- alcoholic beverages
- holiday items, greeting cards, or birthday acknowledgements
- fines and penalties resulting from violation of the law or local government ordinances.

3. 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.

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-209.2</u>	
Initiating Authority: <u>Will F. Meacham</u>	Date: <u>11-23-16</u>
University Policies and Procedures Committee Chair: <u>David L. Bishop</u>	Date: <u>11/23/16</u>
President or Designee: <u>John C. Hill</u>	Date: <u>11/28/16</u>

History 3-209 9/9/2005, 3-209.1 12/15/10