

Expense Category	Permissible	Related Policy /Conditions
<b>1. Alcoholic Beverages</b>		<a href="#">Alcohol Policy</a>
a. For official functions	Yes	Propriety of Expenses Policy, Section III. C
b. For employees in travel status ( <i>with meals only</i> )	Yes	Travel Policy
c. For resale by a licensed establishment	No	
d. For research purposes and for purposes that do not include personal consumption (e.g., using alcohol as an ingredient used in experiments or for cleaning costumes)	Yes	
e. Grants and contracts	No	Refer to grant guidelines
<b>2. Automobile-Related Expenses</b>		
a. University owned vehicle expenses	Yes	<a href="#">Transportation: (1) University Autos</a>
b. Commercial vehicle rental, trip fares, or taxi/shuttle service	Yes	<a href="#">Transportation: (3) Rental Cars</a>
c. Private vehicle mileage reimbursement	Yes	<a href="#">Transportation: (2) Private Cars</a>
d. Airport parking fees	Yes	<a href="#">Transportation: (2) Private Cars</a>
e. Insurance	No	<a href="#">Transportation: (2) Private Cars</a>
<b>3. Break Room Equipment Expenses</b>		
a. Basic equipment for taking meals or snacks within the workplace, such as simple refrigerators, microwaves, stoves, coffee pots, toasters, water filtration	Yes	Propriety of Expenses Policy
b. Equipment for employee entertainment, such as televisions, stereo, VCRs, DVD players, HD converters	No	Propriety of Expenses Policy

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<b>4. Departmental Book Purchases</b>	Yes	Books purchased with University department funds are property of the University.
<b>5. Flowers, Fruit Baskets, and Greeting Cards</b>		
a. For decorative purposes associated with an official function	Yes	Propriety of Expenses Policy
b. For expressing holiday, birthday or congratulation wishes	No	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
c. For community relations support/indications of goodwill or esteem, restricted to individuals or organizations who have, or may have, connections to the University	Yes	Propriety of Expenses Policy
d. For expressing condolences upon the death of current students	Yes	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
e. For all major life events for the employee or immediate family member of the employee ( <i>Note that major life events, as considered by this procedural statement, are birth, death, and significant illnesses</i> )	Yes	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
<b>6. Food, Meals and Related Consumables</b>		
a. Food and related consumable items during travel status, when conducting official university business or associated with an official function.	Yes	Travel Policy, Recruitment Policy

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b. Consumable items necessary to maintain the cleanliness of employee break room such as paper towel, dish detergent, and sponges.	Yes	
c. Beverage service (coffee/tea) available in general public or reception area of an organizational unit	Yes	
d. Meals for employees required to be at certain university events (i.e. registration, In Focus admission events, NCAA playoffs, athletic preseason events, evening duty for summer conference activities)	Yes	Propriety of Expenses Policy, Section III. C
<b>7. Internet Connections from a personal location</b>	No	
<b>8. License Fees, Membership or Dues</b> Fees paid to maintain a professional license or professional organization dues required by the employer are considered ordinary business expenses.	Yes	Propriety of Expenses Policy
<b>9. Moving Expense Reimbursement</b>	Yes	<a href="#">Employee Moving Policy</a>
<b>10. Parking</b>		
a. Ticket violations (received either on or off campus)	No	
b. University parking permits	No	
c. Off campus parking fees	Yes	Reimbursable if incurred while conducting business for Trinity.
<b>11. Mobile Technology Devices</b>		
a. Cellular phones – for authorized users	Yes	Mobile Technology Policy (forthcoming)

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b. Other mobile device – for authorized users	Yes	Mobile Technology Policy (forthcoming)
<b>12. Political Expenses</b> (cash or in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative)	No	
<b>13. Recognition, Gifts and Tokens</b>		
a. Awards, rewards, and prizes	Yes	<a href="#">Income Tax on Awards and Prizes</a>
b. Appreciation meals (where the approved meal is the award and no separate awards are given); such as departmental holiday events.	Yes	Propriety of Expenses Policy
c. Employee recognition events	Yes	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
d. For employees, associates and other individuals (including students) in the form of cash or non-cash items	Yes	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
e. For supporting organizations as an indication of goodwill or esteem or event-related advertisement	Yes	<a href="#">Gifts to Employees, Students and Others</a> and Propriety of Expenses Policy
f. Department donations to other non -profit organizations	Yes	One-time donations made to a charitable organization or the purchase of a table at a charitable event must be coordinated through the Vice President of Marketing and Communications.
g. Outright purchases of clothing or other special accommodations to non-Trinity individuals (i.e., loss of luggage, clothing, use of University vehicle)	No	Propriety of Expenses Policy

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h. Retirement Parties	Yes	
<b>15. Recruiting Costs for Prospective Employees/Students</b>	Yes	Recruiting Policy. NCAA rules must be adhered to when recruiting student athletes.
<b>16. Tickets to events</b>		
a. Admission tickets to event purchased by University	Yes	If used for business related purposes. If used for personal consumption, tickets are considered remuneration by the IRS thus taxable to employee.
b. For group events	No	Purchase for personal use is prohibited. See P-Card Procedural Statement
<b>17. Tips</b>	Yes	Reasonable tips are allowed (up to a maximum of 20% of actual service or good charge)
<b>18. Training / Team Building Functions</b>		
a. Work related functions or activities and their related costs, such as team-building exercises focused on the workplace, and supplies/materials	Yes	Propriety of Expenses Policy
b. Non-work related activities and their related costs, such as non- university sporting league registrations/fees and team uniforms	No	Propriety of Expenses Policy
<b>19. Uniforms, Work Clothes, Special Spirit Clothing</b> (e.g., provided by campus police, facilities services, athletics, for use at work, or by a department for use at a conference, student recruitment or other university event, i.e. TU Move In Day)	Yes	Clothing allowances not required by the University and if approved by department are considered remuneration by the IRS thus taxable to employee. Property and Expense Policy

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<p><b>20. Visas, Green Cards, and/or Immigration Fees for entry into U.S.</b>  Fees for permits/documents as required by scholars, researchers, or employees in order to conduct necessary university study/work and where there is a direct employment requirement by the U.S. Department of Homeland Security to obtain the permit/document (to include fees for passport/visa photos, foreign country exit fees, costs of birth/health/identity certificates, charges for inoculations...not to include ancillary costs such as medical exams)</p>	<p>Yes</p>	<p>Departments share in the cost of H1 B visa fees. Green card labor portion of expenses paid by University as required by law. For all remaining costs, the employee is responsible for 50% of the remaining expense up to a maximum of \$2,500.</p>
<p><b>21. Miscellaneous, Other Clarifications.</b> Earning frequent flyer or other reward points for airline, hotel and/or similar program expenses.</p>		
<p>a. Expenditures incurred for the employee traveling on Trinity business.</p>	<p>Yes</p>	<p>Propriety of Expense Policy, see Section A 7.</p>
<p>b. Expenditures incurred for group travel and other group activities.</p>	<p>No</p>	<p>Propriety of Expense Policy, see Section A 7.</p>