Expense Category	Permissible	Related Policy/Conditions
1. Alcoholic Beverages		
a. For official functions	Yes	Business Expense Policy - Test of Propriety section; Request to Serve Alcohol Policy
b. For employees in travel status (with meals only)	Yes	Travel Policy; subject to reasonable and allowable standards as well as budgetary constraints.
c. For resale by a licensed establishment	No	
d. For research and purposes that do not include personal consumption (e.g., using alcohol as an ingredient used in experiments)	Yes	
e. Grants and sponsored projects	No	Travel Policy - Other Topics section - Sponsored Projects
2. Automobile-Related Expenses		
a. University owned vehicle expenses	Yes	Authorized Driver Policy
b. Vehicle rentals, taxi/rideshare expenses	Yes	Travel Policy - Vehicle Rentals and Other Ground Transportation section; Car Rental Policy
c. Personal vehicle expenses	Yes	Travel Policy - Vehicle Rentals and Other Ground Transportation section
d. Airport parking fees	Yes	
e. Insurance	No	Travel Policy - Vehicle Rentals and Other Ground Transportation section; Car Rental Policy
3. Artificial Intelligence (AI) Tools	No	The University-wide rollout of Google Gemini and Microsoft Copilot provides all campus community members with access to University-approved, secure AI tools. To request paid pro and specialized AI tools, please complete the Technology Solutions Intake Form.

4. Break Room Equipment Expenses		
a. Basic equipment for taking meals or snacks within the workplace, such as refrigerators, microwaves, coffee pots, toasters, water filtration	Yes	Business Expense Policy - Test of Propriety section
5. Departmental Book Purchases	Yes	Books purchased with University department funds are property of the University.
6. Flowers, Fruit Baskets, and Greeting Cards		
a. For decorative purposes associated with an official function	Yes	Business Expense Policy - Test of Propriety section
b. For expressing holiday, birthday, or congratulations wishes	No	Gift Policy
c. For community relations support, restricted to individuals or organizations who have, or may have, connections to the University	Yes	Business Expense Policy - Test of Propriety section
d. Sent on major occasions, such as death of a loved one, hospitalization, and the birth or adoption of a child.	Yes	Gift Policy
7. Food, Meals, and Related Consumables		
a. Food and consumable items during travel, or when conducting official university business or official function.	Yes	Travel Policy; Business Expense Policy - Test of Propriety section
b. Items necessary to maintain the cleanliness of employee break rooms such as paper towels, dish detergent, and sponges.	Yes	
c. Coffee/tea available in general public or department reception area	Yes	
d. Meals for employees required to	Yes	Business Expense Policy - Test of

be at certain university events (Admission events, NCAA playoffs, evening duty for summer conference activities)		Propriety section
8. Internet Connections from a personal location	No	
9. License Fees, Membership or Dues		
a. Fees paid to maintain a professional license or professional organization dues required by the employer	Yes	Business Expense Policy - Test of Propriety section
10. Moving Expenses	No	Moving allowances are provided through HR; Employee Moving Policy
11. Parking		
a. Ticket violations (received either on or off campus)	No	Travel Policy - Vehicle Rentals and Other Ground Transportation section
b. University parking permits	No	
c. Off campus parking fees	Yes	If incurred while conducting business for the university.
12. Mobile Devices	No	Cell Phone Allowance Policy
13. Political Expenses (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 an initiative)	No	
14. Recognition, Gifts, and Tokens		
a. Awards and prizes (cash or non-cash)	Yes	Income Tax on Awards and Prizes
b. Appreciation meals, such as departmental holiday events	Yes	Business Expense Policy - Test of Propriety section
c. Employee recognition events	Yes	Business Expense Policy - Test of Propriety section
d. Retirement functions	Yes	Business Expense Policy - Test of

		Propriety section
e. For supporting organizations as an indication of goodwill or esteem or event-related advertisement	Yes	Business Expense Policy - Test of Propriety section
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 approved by the respective departments' Vice President
g. Purchases of clothing or other special accommodations to non-Trinity individuals	No	
15. Recruiting Costs for Prospective Employees/Students	Yes	Business Expense Policy - Test of Propriety section; Recruitment Expense Policy for Faculty and Staff Positions
16. Tickets to Events		
a. Admission tickets to event purchased by University	Yes	If used for business related purposes.
17. Tips	Yes	Travel Policy
18. Training/Team Building Functions		
a. Work related functions or activities, such as team building exercises, and related supplies/materials	Yes	Business Expense Policy - Test of Propriety section
b. Non-work related activities, such as non-university sporting leagues, etc.	No	Business Expense Policy - Test of Propriety section
19. Uniforms, Work Clothes, Special Spirit Clothing (e.g., provided by campus police, facilities services, athletics for use at work, conference, student recruitment, or other university event)	Yes	