



FLORIDA INTERNATIONAL UNIVERSITY

**University Community**

<b>SUBJECT:</b>  FIU Foundation, Inc. Disbursement Procedure	<b>INITIAL EFFECTIVE DATE:</b>  July 1, 2015	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT AND UNIVERSITY OFFICER:</b>  Assistant Vice President – FIU Foundation, Inc. FIU Foundation, Inc. 11200 SW 8 <sup>th</sup> Street, MARC 5 <sup>th</sup> Floor Miami, FL 33199
	<b>LAST REVISION DATE:</b>  June 4, 2021	

**PROCEDURE STATEMENT**

The FIU Foundation, Inc. (Foundation) Disbursement Procedure describes the process regarding the reimbursement of expenses from Foundation funds related to business meals, travel, gifts, events, honoraria, and/or athletic event tickets.

Travel

Procedures

1. Travel Authorizations (TA)

A Travel Authorization (TA) is a traveler’s permission to incur expenses and travel on behalf of the University and is required for FIU employees, FIU students and others who undertake travel on behalf of the University. All travel must have an approved TA, listing traveler’s affiliation (i.e., donor, prospective donor, prospective employee (candidate), guests of University and/or Foundation, etc.), and must be approved PRIOR to the travel occurring. TAs are required for all guest and spouse travel. Guest and spouse affiliation and detailed business purpose for their attendance is REQUIRED to be noted on all TA’s. Travel in excess of 50 miles requires a TA (non-vicinity travel).

2. Invoices and Reimbursements

Both invoices to vendors and travel expense reimbursements must be submitted within 60 days of the completion of travel unless there are extenuating circumstances, which must be documented.

Invoices are submitted via a Foundation Electronic Invoice Form (<https://imagenowweb.fiu.edu/imagenowforms/fs?form=FUncumberedForm&docID=>) while travel expense reimbursements must be processed via the Travel and Expense Module of PantherSoft. Invoices must include a copy of the approved TA. In the Travel and Expense module, a link to the TA must be established or referenced if submitting a supplemental expense report.



## FLORIDA INTERNATIONAL UNIVERSITY

If the traveler is seeking expense reimbursement from both the University and the Foundation, the University expenses must be processed first. All supplemental expense reports submitted to the Foundation must cite the original TA and other expenses reports submitted to the University or Foundation associated to the travel.

All travel requests must include the business purpose and justification for the travel. The purpose and justification should be sufficiently detailed to allow the Foundation's review in determining the benefit to the University and whether the purpose/justification complies with the purpose of the account being charged. Any reimbursement request that does not clearly state the purpose/justification for the travel will not be paid.

### Documentation

When travel is to a foreign country, the conversion rate used to calculate the reimbursement must be included with the request. Any request submitted without proof of conversion will be returned to the department. To properly reflect the daily fluctuation, use the exchange rate for the date of the transaction. An acceptable source can be found at <https://www1.oanda.com/currency/converter/>.

In general receipts or invoices must show the following data:

- Vendor name and address
- Transaction date
- Description of transaction (hotel folio, flight information, list of items being purchased, etc.)
- Unit costs for items purchased
- Itemized amounts
- Total amount paid
- Proof of payment

Airplane, car rental, and hotel related expense documentation must clearly show the name of the authorized traveler. Any payments made by the traveler for which reimbursement is sought must include documentation showing payments already made and display the authorized traveler's name clearly visible on the proof of payment.

All documentation must be uploaded to the Electronic Invoice Form for payments to vendors or must be digitally attached to the request generated by the traveler in the PantherSoft Travel and Expense module.

The following items are required documentation:

- Receipts for airfare, car rental
- Boarding pass
- Itemized hotel folio
- Itemized receipts for business meals during travel (unless requesting meal per diem)
- Credit card payment proof (confirmation, receipt, internet confirmation)



FLORIDA INTERNATIONAL UNIVERSITY

#### Incidentals

Incidental expenditures under \$25 (per item) do not require a receipt

#### Meals/Per Diem

Charges related to meals consumed while traveling should be noted in the Travel and Expense module. Meals during travel are reimbursed at the flat per diem rate unless the meal was a business meal with other attendees. These are reimbursable pursuant to the parameters set in the Business Meals section below and documentation must include:

- itemized expense receipt, and payment receipt
- credit card receipt (if applicable) to indicate proof of payment as well as who paid
- list of attendees and a detailed affiliation (i.e., donor, prospective donor, prospective employee (candidate), guests of University and/or Foundation, etc.) business purpose of the meal (refer to FIU Foundation Disbursements Policy for guidance)

#### Personal Vehicle

Mileage reimbursement requires a MapQuest or Google Maps print out showing total mileage from start point to end point. Also required is a brief description of what is the start and end points (i.e., FIU, donor home, restaurant, meeting location, etc.). This print out must be digitally linked to the reimbursement request. Reimbursement for the use of a personal vehicle will only be made in accordance with the per mile rate authorized by the University.

#### Guest/Spouse Travel

All guest/spouse travel reimbursed by the Foundation must include an approved TA, copy of receipts, and a Foundation Electronic Invoice Form. All guest/spouse travel must be documented to the exact same standard as employee travel and will be reimbursed accordingly. Additionally, the form must state the business purpose served by guest's or spouse's travel and a description of their affiliation (i.e., donor, prospective donor, prospective employee (candidate), guests of University and/or Foundation, etc.). If this business justification is excluded, no reimbursement will be paid.

All Foundation Electronic Invoice Forms received that do not include all required supporting documentation will be returned unpaid.

If no itemized bills are submitted for lodging or business meals during travel, travelers will be reimbursed at the state's per diem of \$80 per day (\$20 per quarter day if travel status is not an entire day [24 hours]). This amount is inclusive of the flat meal rate.



FLORIDA INTERNATIONAL UNIVERSITY

Travel reimbursements for guests will be made to the guest. Under no circumstances should University employees advance cash or pay for items for guests and then seek reimbursement for themselves. It is highly encouraged that travel arrangements for guests be made through University authorized travel vendors.

#### Approvals

All authorized signers approving TAs, travel invoices, or travel expense reimbursements must be more senior in the University than the employee traveling, except for the University President whose travel related approvals are approved by the University's Chief Financial Officer.

Any travel involving spouses requires approval by a Vice President.

Any travel involving guests (non-university employees) requires approval by a Dean or the department's corresponding Vice President.

#### Business Meals

This procedure describes the process required to obtain reimbursement or payment by Foundation funds for business meal expenses between employees. All reimbursement requests made to the Foundation must be made via the Travel and Expenses module of PantherSoft. Supporting documentation for a PantherSoft expense reimbursement request may be faxed to the ImageNow server at 305-348-1355, or digitally uploaded as a PDF file to PantherSoft within 60 days from the date incurred.

The most senior individual attending the meal must submit the expense for reimbursement to his/her supervisor for approval. All authorized signers approving invoices must be more senior in the University than the most senior person at the business meal. The University Chief Financial Officer is the approver for business meal expenses incurred by the University President. The Provost or designee must approve invoices for Deans. If spouses participate in the business meal, the department's corresponding Vice President, or designee, shall approve the expense along with an explanation of benefit to the university.

Documentation

- itemized expense receipt, and payment receipt
- credit card receipt (if applicable) indicating proof of payment as well as who paid,
- list of meeting attendees and a description of their affiliation (i.e., donor, prospective donor, prospective employee (candidate), guests of University and/or Foundation, etc.)
- business purpose of the meal (refer to FIU Foundation Disbursements Policy for guidance)
- calendar invite or agenda indicating details of the meeting

Business Meals involving employees, non-employees, donors, prospective donors, prospective employees (candidates), Board of Trustees or Board of Directors members, and Presidential guests:

In general, all reasonable and necessary expenses are allowable when related to conducting official business meetings and/or entertaining donors, prospective donors, prospective employees (candidates), or other guests of University and/or Foundation, if directly related to or associated with the active conduct of University or Foundation business. Expenses may include meals, beverages, sales tax, delivery charges, and gratuities. The reasonableness of an expense depends upon many relevant factors, including the business purpose of the meal, number of University staff and guests, and the location.

A business meal expense may be incurred as part of an “employee appreciation” event (i.e., holiday luncheon, a retirement reception, an award ceremony, special moral affairs, or a celebration of achieving departmental goals where employees of the department are invited, etc.).

For business meals involving employees or prospective employees (candidates), the Foundation will not provide reimbursement for alcoholic beverages consumed before 5pm.

Every meal supplied via catering or arranged via contract with a restaurant will not have sales taxes reimbursed. Every effort will be made to ensure that sales taxes are not charged.

Generally speaking, other than business meals conducted in a restaurant setting, business meal expenses should be paid directly to vendors and should not be reimbursements to employees.

For business meals served in privately owned homes the reimbursement must be a reasonable and necessary entertainment expense with a valid business justification.

#### Gifts

##### Gifts to Employees:

Gifts, including gift certificates, to an employee commemorative of a personal event, such as a birthday, wedding anniversary, or in celebration of a holiday (i.e., Christmas) will not be reimbursed.

Only one non-monetary gift of flowers or a gift basket per department and coordinated through the department, costing less than \$100, sent in recognition of a University employee related to a hospitalization, birth, or to express sympathy during times of a University employee bereavement will be reimbursed with Foundation funds. Gifts (non-monetary) to recognize or commend an employee's work effort will be permitted at a cost of less than \$100. Any gift to an employee is subject to University Gift Policy # 1700.10. An employee that is also a donor for purposes of this section is deemed to be an employee and not a donor.

##### Employees Awards:

Monetary awards may be funded through the Foundation if the award does not conflict with donor restrictions of the account to be charged and furthers the mission of the University. Because monetary awards constitute taxable income and must be consistent with University policies, they will not be paid directly through the Foundation. Awards should be made via the University's payroll system and the expense should appear in a University cost center, which will be reimbursed by the Foundation. Processing awards through University's payroll system ensures the capture of taxable income for the employee's W-2.

Gift certificates/cards are *monetary* awards and should be obtained via the procedures outlined by the University.

Non-monetary awards, such as plaques, will be permitted as long as the award does not conflict with donor restrictions or the purpose of the account to be charged.

Non-monetary awards to employees shall not exceed \$400. Any non-monetary award through October each year will be reported to Human Resources no later than December 15<sup>th</sup>, in order to report the W-2 taxable income for the year. Human Resources reports November and December non-monetary awards on the next calendar year W-2.

Length of Service and/or Retirement Award:

Length of Service awards, including retirement gifts, valued up to \$400, may be funded from Foundation funds, if the award does not conflict with donor restrictions or the purpose of the account to be charged. Based on IRS regulations, tangible personal property valued up to \$400 (other than cash, a gift certificate, or the equivalent) awarded for length-of-service may be excluded from income as long as the award is made as part of a meaningful presentation and is awarded under conditions and circumstances that do not create a significant likelihood of disguised pay. According to IRS regulation, an award will qualify as a length-of-service award if either of the following applies:

1. The employee has not received an award during his or her first 5 years of employment.
2. The employee has not received another length-of-service award during the same year or in any of the prior 4 years.

Any Length of Service Award capped at the value of \$400 and not qualifying under the IRS length of service tax exclusion as outlined above will be reported by the Foundation to Human Resources to be reported as an employee's taxable income on the employee's W-2. Any length of service award through October each year must be reported to Human Resources no later than December 15<sup>th</sup> in order to report the W-2 taxable income for the year. Human Resources reports November and December length of service awards on the next calendar year W-2.

Gifts to Non-Employees and Donors:

Gifts made to members of the University's various constituencies are only appropriate and reimbursable if there is a valid business purpose and a statement of benefit to the University or Foundation, provided it does not conflict with donor restrictions or the purpose of the account to be charged. Gifts, including flowers sent in recognition of a birth, a get-well hospital stay, or to express sympathy during times of bereavement, are limited to non-monetary items valued at \$600 or less (proportionate to the donor's engagement / level of support). Donations to charitable organizations in lieu of flowers, when related to the death of a University constituent, will be allowed, provided it does not conflict with the purpose or donor restrictions of the account to be charged. The donation will be capped at \$600. Exception requests related to the dollar amount can be submitted in writing to the Foundation Controller with a detailed business purpose and may be subject approval by the Foundation CEO and any IRS tax reporting, as applicable.

Gifts, goods, or services provided to donors in conjunction with a gift solicitation are not covered under this policy. Gifts provided to donors in conjunction with a gift are considered a quid pro quo and, unless the amount is deemed *de minimis*, will reduce the tax-deductible amount of the donation. If a department tries to expense gifts, goods, or services against contribution revenue, then the gift will be considered part of the donative transaction and IRS guidance publications 562 and 1771 will apply.



FLORIDA INTERNATIONAL UNIVERSITY

If a gift to a donor or potential donor is made as part of the cycle of cultivation, recognition and stewardship and the gift is expensed in a project not sourced by the donor's contribution, then the gift will fall under this policy.

#### Approvals

All authorized signers approving invoices must be more senior in the University than the employee being reimbursed or the employee responsible for payment to a vendor, except for the University President's invoices that pertain to gifts that will be approved by the University Chief Financial Officer. All reimbursement payments for gifts must be reasonable, of prudent use, and within the mission of the Foundation.

#### Gifts/Awards/Program Perquisites to Students

Non-monetary gifts/awards/program perquisites to students must be approved by the Office of Financial Aid if more than \$250.

All monetary gifts/awards/program perquisites will be processed from the Office of Financial Aid. The Foundation will not directly purchase gift cards for students.

Examples of program perquisites include but are not limited to issuing laptops (non-monetary) and funds for textbooks (monetary).

Gifts to students must be approved by Student Affairs. Any monetary gift to a student must be processed through student financial aid.

If any employee non-monetary award is greater than \$100, such award must be approved by a Vice President and the total value of the gift will be reported by Human Resources as an employee's taxable income on the employee's W-2.

#### Procedures

Follow University Human Resources procedures to make monetary payments to employees and incur the expense on a University cost center.

Follow University Office of Financial Aid procedures to make monetary payments to students and incur the expense on a University cost center.

Follow University Controller procedures to buy gift cards and incur the expense on a University cost center.

Reimburse University expenses using a Foundation Electronic Invoice Form.



For non-monetary awards, the Foundation will pay vendors directly, with the department submitting a Foundation Electronic Invoice Form, with appropriate approval signature, along with itemized vendor invoice.

#### Documentation

For reimbursement to the University, submit the documentation used to issue the University based payment and Transaction Data query print out showing the expense in a University cost center.

For reimbursement to vendor, itemized invoice from the vendor is required.

#### Events

Submit Foundation Electronic Invoice Form to reimburse the University or to pay vendor directly.

Attach same documentation required by University purchasing and payables procedures as well as Transaction data query output showing the expense in a University cost center.

Additionally, include the event invitation, flyer, agenda, program, or other materials contemporaneously produced with the event, showing the programmatic features of the event.

If fewer than 25 people attended the event, provide a roster of attendees and a description of their respective affiliation. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (i.e., students, donors, researchers, faculty, staff, etc.).

#### Honoraria

All Honoraria are to be processed through the University following the University procedure (<https://controller.fiu.edu/departments/accounting-reporting/tax-compliance-payroll/honorarium/>).

Reimburse University expenses using a Foundation Electronic Invoice Form. Attach same documentation required by University purchasing and payables procedures as well as Transaction data query output showing the expense in a University cost center.

Same approver as required on University policy.



FLORIDA INTERNATIONAL UNIVERSITY

#### Gift Cards

All gift cards are to be processed via the *Gift Card Request Form* through the University following the University procedure found on the Office of the Controller website under Resources - Forms and Templates - Procurement Services - Gift Card Forms (<https://controller.fiu.edu/resources/forms-templates/>).

Reimburse University expenses using a Foundation Electronic Invoice Form. Attach same documentation required by University purchasing and payables procedures as well as Transaction data query output showing the expense in a University cost center.

Same approver as required on University policy.

#### Athletics Tickets

Use the Foundation Electronic Invoice Form.

For ticket expenses (quid pro quo as part of a donation), a copy of the University Advancement issued gift receipt/acknowledgement showing the fair market value of the tickets and the gift agreement that explicitly shows the quid pro quo.

For ticket expenses (gift to donor), a description of the donor cultivation or stewardship purpose (i.e., the detailed business purpose for the fundraising expense) must be typed onto the Foundation Electronic Invoice Form.

#### CONTACTS

**Administrative Office's Address**

Assistant Vice President - FIU Foundation, Inc.  
11200 SW 8<sup>th</sup> Street, MARC 5<sup>th</sup> Floor  
Miami, FL 33199

**Telephone Number**

305-348-3758

#### HISTORY

Approved July 1, 2015

Amended June 4, 2021