

# Iowa State University Allowability and Appropriateness Handbook for University Purchases

Revised: August 15, 2023

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## Section I - Summary

The purpose of this booklet is to define Iowa State University's non-compensation expenses and to offer clear and consistent guidance in justifying allowable business expenses as reasonable, appropriate, and necessary for the fulfillment of Iowa State University's [mission](#):

To "*Create, share, and apply knowledge to make Iowa and the world a better place.*"

- University funds come from many sources and this guide broadly explains university policies as they apply to the general use of funds.
  - Specific sources including [Sponsored Programs and Grants](#), [Capital Project Funds](#), [Foundation Gifts](#), and [Campus Organizations](#), may have additional restrictions and regulations not described here. For the purpose of this handbook, these types of funds are known as "Administered Funds."
  - Guidance resources for these specific accounts are available at the above weblinks
- To avoid potential problems, it is recommended to seek approval from your cost center manager prior to making purchases, especially when using the previously mentioned Administered Funds
- Expenses not specifically listed as allowable or unallowable within this guide are subject to the discretion and discernment of the cost center, college, or unit.
- When policy is not explicit, the cost center administering the funds has the authority to determine allowability unless otherwise specified. If an expense is necessary, reasonable, and appropriate, the University therefore considers it an allowable expense.
- The Office of Compliance, reachable at [acctweb@iastate.edu](mailto:acctweb@iastate.edu), will retain the right to arbitrate and make final policy decisions.
- This guide ensures consistent application of rules following the Generally Accepted Accounting Principles (GAAP), and complying with federal, state, local rules, and regulations. It is applicable to anyone using Iowa State University fund sources.

### Key Insights:

- Sponsored Funds, Capital Project Funds, Foundation Gifts, and Student Organization worktags are Administered Funds and are subject to different rules. The cost center manager should be consulted prior to committing these funds.
- Cost centers can decide if a purchase is allowable, but the Office of Compliance has authority to make final policy decisions.

All expenses incurred on behalf of Iowa State University should be:

**Reasonable**

- Expectations are that costs are comparable to the amount normally spent in a specific situation.
- The purchases are not of an extreme or excessive cost.
- University policy does not define dollar amounts for what constitutes “reasonable” as this is contingent on many factors including the business purpose, source of funds, and circumstances surrounding the expenditure.

**Appropriate**

- The purchase and expense must be fitting for the type of need.
- A business purpose must be provided to demonstrate that the item is proper.

**Necessary**

- The goods or services purchased are not already available, accessible, or provided by the department, college, or university.

Many on-campus resources exist to facilitate the easy purchase of goods and services. Employees and staff at these locations may be able to assist with determining allowability as well. These resources include:

[Book Store](#)

[Central Stores](#)

[Chemistry Stores](#)

[Conference, Planning, and Management](#)

[cyBuy \(through Procurement Services\)](#)

[Extension Stores](#)

[Facilities, Planning and Management](#)

[Finance Service Delivery](#)

[ISU Surplus](#)

[Printing Services](#)

[Procurement Services](#)

[Procurement Card Manual](#)

[Travel and Hospitality Card \(T&H\) Manual](#)

[Parks Library](#) is also a great resource for books and has a wide variety of useful items which can be checked out through the [Collaborative Technology Services](#) program.

For questions about Course Fee purchase allowability, please see the [Course Fee Policy](#) or direct questions to the [Office of the Registrar](#).

Questions to determine allowability through any purchasing medium should be directed to the Office of Compliance for review at [acctweb@iastate.edu](mailto:acctweb@iastate.edu).

Itemized receipts or invoices are required for all purchases.

## Section II - The Business Purpose

Regardless of funding source and procurement method, all purchases made for or on behalf of the university need a quality [business purpose](#). When creating a business purpose the following questions should be considered:

- Could the cost be comfortably defended under public scrutiny?
  - (Also known as “The Des Moines Register Test,” consider if the justification would hold if the public were to read about it in the newspaper.)
- Would you confidently support the cost if selected for audit?
- Would you be comfortable explaining to a donor that their funds were used for this purpose?
- Has the purchase been adequately documented?

A good business purpose should be no more than three or four sentences explaining why an expense was incurred and how it helps the university in its overall mission. Traditionally, a business purpose has sought to specify the “who,” “what,” “when,” “where,” and “why,” a purchase is necessary. Workday captures much of this information and so the “what,” “why,” and “how,” are the critical elements of a business purpose.

### **Example:**

- Insufficient business purpose: “Attended ABC conference.”

This business purpose does not contain much useful information. The cost center manager or auditor is not going to be able to fully understand how this benefits the university or even why the conference was important.
- Sufficient business purpose: “Attended the American Business Consortium Conference and presented a financial report case study. Iowa State has been in a partnership with Harvard and this presentation demonstrates our progress in this field.”

Note that the second business purpose is still only two sentences, but it contains far more useful information.

- Expenditures charged to university accounts including vending funds, must be both allowable and appropriate. The department and/or college is ultimately responsible for providing and justifying the business purpose.
- It is the responsibility of the college and/or department to assure that the authorization or expense conforms to university policy as well as with any other sponsoring agency policies.
- See the [Business Purpose](#) document for additional examples.

### Key Insights:

It is important to remember that university funds are public funds and so all purchases should be made with the assumption of scrutiny.

## Section III - Funding Types

**Administered Funds:** Funds from specific sources including Sponsored Programs and Grants, Capital Project Funds, and Student Organizations. These funds are restricted and have additional regulations that other types of accounts are not subject to. Please consult with the unit administering the funds prior to use.

**Campus Organization Funds:** For allowability and other accounting related information pertaining to Campus Organizations or student organizations, please review the [Iowa State University COA Treasurer's Manual](#).

**Capital Project Funds:** For allowability and other accounting related information pertaining to Capital Projects, please review the resources available on the Facilities, Planning and Management [Capital Projects](#) website.

**Sponsored Programs Funds:** For further guidance on allowability and appropriations on sponsored funding please refer to sponsored programs accounting allowability and appropriations guide which can be found at the [Sponsored Programs Accounts](#) website. Sponsored Program funds are identified with a grant worktag (GR-XXXXXX) or that with a fund source of Fund 12 or Fund 11.

**Agency Funds:** These are held by ISU but are "owned" by another party. Agency accounts are established only for organizations meeting specific criteria, such as registered student organizations, departmental vending accounts, affiliated entities (recognized by the Board of Regents), county extension offices, professional organizations related to academic disciplines where an ISU worker is generally the treasurer, editor, etc.

**Auxiliary Funds:** Funds from self sustaining entities which exist to furnish goods or services to students, faculty, staff or the general public related to the University's primary mission. Expenditures from these funds must relate to the services provided. Examples of these accounts are Athletics, Department of Residence, Dining Services, Veenker Golf Course, Reiman Gardens, and the Bookstore

**Discretionary:** Funding from these accounts come from expired fixed price sponsored projects and payments made for staff consulting services or from teaching for Extension or continuing education. These sources are the only funding types that can be transferred into a discretionary fund.

**Endowment Funds:** Funds represent endowed gifts, along with their gains, losses, and earnings, given directly to the University. Spending must be aligned with specifications of the gift.

**Federal Appropriations:** Direct federal appropriations or federal American Recovery and Reinvestment Act (ARRA) funding received via the State of Iowa.

**General University:** Represents tuition, fees, and appropriations provided by the State of Iowa and prior year carryforward of any unspent general university appropriations, also called [advance commitment funds \(ACF\)](#). This is the largest pool of funding the state provides for general operating and salary expenditures and are not subject to reversion. ACF spending plans are required by the Office of the Senior Vice President for Operations and Finance and are reported to the Board of Regents.

**ISU Foundation Gifts:** Gifts are held by the ISU Foundation until expended. The ISU Foundation reimburses the University monthly for all applicable charges to these funds. Expenditures must comply with any donor restrictions. For allowability and other accounting related information pertaining to Foundation funds, please review the ISU Policy Library for [ISU Foundation Funds](#).

**Fee for Service Funds:** (FFS) operations are established for the purpose of producing and selling goods and/or services to University departments and/or external customers. Sales must comply with the University's [mission](#), federal [uniform guidance](#) and the fair competition policies. More information about these accounts is found in the [Fee for Service Manual](#).

**Incentive Accounts:** Accounts established for faculty eligible to receive distribution of Facilities & Administrative (a.k.a. indirect) revenue generated from sponsored projects. Funds can only be used for ISU business purposes and must comply with Regents and ISU spending policies. Goods or equipment purchased from incentive funds are the property of the University and ARE NOT PERSONAL PROPERTY. If the ISU worker leaves their employment at the University, the property and any funds remaining belong to ISU.

**Petty Cash:** These accounts show the outstanding balance of funds being held as petty cash in various University operations by departments.

**Special Appropriations:** Appropriations provided by the State of Iowa for specific purposes. These appropriation types include: special state appropriations given for special projects and research centers and direct state appropriations provided for the Agricultural Experiment Station and Cooperative Extension.

## Section IV - University Purchases

- Iowa State University uses many different types of goods and services, and these goods and services are purchased in many ways. Some purchases are “conventional,” while others are “non-conventional.”
  - Conventional Purchases are made for or on behalf of the university for goods and services that directly facilitate the normal operations and functions of education, research, and support.
  - Non-Conventional Purchases: Purchases made that indirectly benefit the university or that help further the [mission](#) of ISU tangentially.
- As a reminder, all purchases, both conventional and non-conventional need a good business purpose.
- Many conventional purchases are identified on the Procurement Services Website. Procurement resources that can help make buying decisions include:
  - [“How Do I Buy?”](#)
  - [“Procurement and Payment methods”](#)
  - [“Purchasing Equipment”](#)
  - [CyBuy](#)
  - [Furniture Purchasing Procedures](#)
    - [Furniture Policy \(FP&M\)](#)
- As conventional purchases are well explained in these sites, the next several pages of this document will discuss non-conventional purchases and their allowability. Remember, some purchases are only allowable in specific incidents. While it is not possible to list every scenario this guide, it will explain some of the more common non-conventional requests and how to navigate their complexities. **It is required that even when purchasing non-conventional items, that the proper Procurement channels be utilized.** This means that a P-card, Requisition, Supplier Invoice, CyBuy, or Internal Transaction should be used in most incidences. For more information about acquisition methods please reach out to [procurement@iastate.edu](mailto:procurement@iastate.edu).
- Additionally, many non-conventional purchases are not allowed or are conditionally allowed on Sponsored Program, Capital Project, Campus Organization, or Foundation Gift worktags. Please contact Finance Delivery or the Administered Fund cost center manager for more information.
- All purchases both conventional and non-conventional must follow Procurement Service’s Protocols if the payee or supplier has a [conflict of interest](#).
- These guidelines are designed for uniform application across the university.
- Departments and cost centers have the discretion to enforce stricter guidance when necessary.



## Section V - Non-Conventional Purchases

### **General Reminders:**

- Non-conventional purchases in many instances can not be made on Administered Fund accounts including [Sponsored Programs and Grants](#), [Capital Project Funds](#), [Foundation Gifts](#), and [Campus Organizations](#). Please contact the administering unit prior to making purchases for approval.
- All purchases must have a business purpose with a thorough justification and be reasonable, appropriate, and necessary.
- The cost center can determine whether an expense or purchase is allowable or appropriate.
- The Office of Compliance, available at [acctweb@iastate.edu](mailto:acctweb@iastate.edu) has the final review authority.

### **Documentation Requirements:**

- Receipts are required for all non-travel university purchases and non-travel purchases made on behalf of ISU.

### **Topics**

#### **ALCOHOLIC BEVERAGES**

##### **Allowable:**

- In appropriate hosting situations from agency funds, or general support Foundation funds only. (Examples: interview dinners, or milestone recognition events).
- Only from agency funds if all attendees are ISU workers at the event.
- If an ISU department hosts a conference, and the conference fees paid by the participants include an event serving alcohol. The worktag(s) that received the registration fee in these instances may also be used to purchase the alcohol for the conference.
- If the use is for cooking, research, course study, or catering provided by an ISU department that routinely provides catering services.
- Note: other funding sources might be allowable. *Approvals and use of alcohol for events in University buildings and on University ground must comply with the [University Policy Library - Alcohol, Drugs, and Intoxicants](#).*

## **ARTWORK, RUGS & TAPESTRIES**

### **Allowable:**

- When purchased for display in public spaces only.

### **Unallowable:**

- From all funding sources including vending funds when for display in individual offices, private spaces, or non-ISU venues.

## **APPLIANCES and RELATED ITEMS**

### **Allowable:**

- For items in breakrooms and common areas. Examples include refrigerators, coffee pots, toasters, microwave ovens, steamers etc. purchased for departmental use.
- A unit may charge coffee costs to a vending account and then collect worker funds to offset the account. (Workers should never contribute to a gift worktag for the purchase of coffee due to potential tax and donation issues).
- For student common areas in university housing locations.

### **Unallowable:**

- For individual offices or personal use.

Large purchases such as full sized refrigerators, freezers, ovens, stoves, and other similar items should be purchased with input from Procurement Services and Facilities Planning and Management.

## **CELL PHONE EXPENSES**

### **Allowable**

- If the phone or device is purchased and owned by the department
  - Payments are typically made by P-card
- If the phone plan is in ISU's name

### **Unallowable:**

- For reimbursement from any funding source unless eligible for a Communication Technology Allowance (CTA). CTAs should not be reimbursed through the expense reporting system as they are a taxable benefit.
  - Please contact HR for more information on the [Communication Technology Allowance](#).

### **CLOTHING (Non-PPE)**

#### **Allowable:**

- If the garment contains the department's logo and is worn as a uniform, for specific event, or for program identity purposes.
- When the clothing is ISU licensed apparel purchased for workers and/or non-workers with a valid business purposes including event/public recognition, marketing, and worker morale.

#### **Unallowable:**

- For all non-ISU branded items including branded items of other schools and universities.

*Note: Clothing does not "need" to be owned by the department nor it is required to turn in the garment prior to leaving ISU*

### **CONTRIBUTIONS & DONATIONS**

#### **Allowable:**

- From agency funds if for a memorial. Please contact the Office of Compliance if the donation is greater than \$100 because of potential tax issues.
- When made as a sponsorship or as advertising/marketing for a sponsorship.

#### **Unallowable:**

- To individuals and agencies including charitable organizations.
- When made for the purpose of paying another institution or organization.

### **DAMAGES & REPLACEMENT COSTS OF PERSONAL ITEMS**

#### **Unallowable:**

- For reimbursement from any funding source. Those seeking damage compensation for personal items or effects should file a tort claim through the [Office of Risk Management](#). Giving gift cards paid by any funding source as compensation for lost and/or damaged goods is prohibited in all instances.

### **DOOR PRIZES**

#### **Allowable:**

- For students and non-workers.
- For P&S, merit, faculty, and postdoc workers on agency funds only.

## **EDUCATIONAL COURSES FOR CREDIT & TUITION**

### **Allowable:**

- For workers; however, If the classes are offered by ISU, they should not be reimbursed through the Expenses portal in Workday.
  - Formal classes and tuition costs should be reimbursed through the [Tuition Reimbursement Program](#).

### **Unallowable:**

- For student or non-worker tuition or to cover student loans or loan interest. See also "Professional Development"

## **EMPLOYEE PARTIES AND PICNICS**

**Including morale and appreciation events, holiday parties, picnics, and other similar gatherings. Workers are defined as P&S, Merit, Faculty, and Graduate.**

### **Allowable**

- For seasonal events, employee morale, and team building.
  - As a guideline, these events should not be paid more than once per month from university funds but departments are allowed to use their own discretion.
- For ISU worker milestone recognition (including award recognition, service anniversary, donor recognition, retirement, going away) events for workers.
  - Reasonableness of costs would vary depending on issues such as how many people the honoree interacted with as well as their length of service to the institution.
- For students to attend and participate when appropriate.

### **Unallowable**

- To recognize any personal events, including but not limited to birthdays, baby showers, engagements, weddings, wedding anniversaries, and graduations.
  - If a unit feels a personal event is significant, the group or administrator involved should pay the expenses personally, without expectation of reimbursement from ISU. They may take up a collection from those involved or interested in contributing.
  - Funds collected for personal events should not be deposited into university accounts nor should university instruments be used to purchase these items.

*Note: Milestone Recognition events are distinguished from social functions since the primary purpose is to recognize a worker(s) for extended service to ISU or for specific achievement such as receiving an award.*

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*In some instances, departments may hold contests or competitions with seasonal or morale events. Prizes may be given for these competitions including gift cards; however, all prizes and awards in this instance must be purchased with vending funds or General Use Foundation Funds. Student workers attending the event are eligible to receive prizes as well in this instance as they are similar in nature to door prizes.*

### **FINES AND FEES**

#### **Unallowable:**

- From all funding sources including vending funds.
  - This includes parking fines, parking permits for workers, library fines, late fees, bus passes for commuting, and finance charges.
  - Fines are the responsibility of the person who incurs them.
  - This applies to worker and non-worker.

### **FLOWERS**

#### **Allowable:**

- From agency funds, vending funds or general support Foundation funds for workers and students when:
  - used for public functions.
  - bought in connection with the illness or hospitalization (including maternity) of workers.
  - purchased in connection with the death of workers, their immediate family members, or key constituents (e.g., donors).
- A memorial or cash gift may be made in lieu of flowers, if the amount does not exceed what typically would have been spent for flowers.

#### **Unallowable:**

- As gifts to students or employees for personal reasons.

### **FUNDRAISING COSTS**

#### **Allowable:**

- From most funding sources when incurred for events that benefit ISU
  - Events where tickets are sold for fundraising should be coordinated with ISU Foundation so that appropriate tax reporting to the donors occurs. Without the proper gift receipt, the payment can not be claimed as tax deductible.

**GIFTS AND GIFT CARDS FOR EMPLOYEES/NON-STUDENTS**  
**Including ISU branded merchandise**

**Allowable:**

- When the gift card or gift is given as a research participation incentive.
- If the reason for the gift pertains to a professional accomplishment, or for a formal award program.
- From vending or general support Foundation only if pertaining to a milestone event (see "worker Parties and Picnics," where reasonable recognitions is appropriate).
- In nominal amounts for specific single instance events
  - Examples include, but are not limited to, assisting with set up and tear down of commencement, ushering at a special presentation, and assisting with move in weekend.

**Unallowable:**

- When the gift card or gift pertains to the workers typical daily duties as assigned or for personal events including birthdays, holidays, weddings, wedding anniversaries, graduations, or baby showers.
- For employee compensation.

**GIFTS AND GIFT CARDS TO GUESTS including INTERNATIONAL VISITORS**

**Allowable:**

- When expected by the traveler.
  - In some cultures, gifts are courtesy and are considered an appropriate expenditure, except on sponsored programs funding.
  - Individual gifts should be of a reasonable amount
- In nominal amounts for specific single instance events
  - Examples include, but are not limited to, assisting with set up and tear down of commencement, ushering at a special presentation, and assisting with move in weekend.

**Unallowable:**

- When gifts and gift cards are given as compensation.
  - If a department wishes to give a guest a token gift or gift card that is allowed. Please see "token items."

This is allowable on funding sources other than Sponsored Programs unless otherwise specified.

## **GIFTS AND GIFT CARDS FOR STUDENTS AND STUDENT EMPLOYEES**

### **Allowable:**

- When the gift card or gift is given as a research participation incentive.
- In nominal amounts for specific single instance events
  - Examples include, but are not limited to, assisting with set up and tear down of commencement, ushering at a special presentation, and assisting with move in weekend.

### **Unallowable:**

- From all funding sources for reasons pertaining to normal employment or performance of duties as assigned.
- From all funding sources, if given to pay for personal hardships or inconveniences, to assist with tuition, or for any other personal reason.

*Note: Gift cards are cash equivalents and should be given sparingly to students and only for specific instances.*

- *All university policies must be followed including documentation*
- *Gift cards purchased with university funds should not be given as gifts to students for the recognition of personal events. These include birthdays, holidays, weddings, wedding anniversaries, baby showers, graduation or end-of-the-semester gifts.*
- *Gift cards paid with university funds should not be given to students to provide financial assistance for any reason.*
- *Gift cards paid from any funding source should not be given to students for arbitrary reasons including, "hardship" "hard work," or "going above and beyond".*

## **GROUP MEALS FOR WORKERS (Travel and Non-Travel)**

Group meals are different than employee parties and picnics, or morale events. A group meal occurs when a group of employees (two or more) is only able to meet over mealtime to discuss university business and the meal is an integral part of said meeting (Note: the specific business discussed **must** be noted in the business purpose for this to be allowed). Group meals should not be claimed for virtual events or for attendees virtually in attendance.

### **Allowable:**

- For workers and students if in conjunction with a department sponsored conference or a specific event
- On agency, non-restricted Foundation, and vending funds if the meal and meeting are for conducting general university business and only ISU employees are present.

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**Unallowable:**

- If the meal is an unsanctioned social event or a private meal between two or more employees.
- If there is no business purpose or if the purpose is social in nature.

Note: Group meals are expected to be reasonable in expense and typically include ISU guests or visitors. See also "Alcohol," and "Gratuities." This applies to all group meal/hospitality circumstances. **A list of participants/attendees is required in all instances.** See also "Employee Parties and Picnics."

*Note: When not in travel status, taking students out does not constitute a group meal and university funds are not allowed to be used for this purpose. When in travel status, because of per diem complexities, group meals may be claimed from allowed funding sources.*

## **HEALTHCARE COSTS**

**Unallowable:**

- Healthcare is provided benefit for most workers. For visiting scholars, information on healthcare can be found on the Senior Vice President for Research [Visiting Scholar](#) website.

## **HOME OFFICE EXPENSES**

**Allowable:**

- If an appropriate business justification is provided for a unique situation or for ISU's benefit.

**Unallowable:**

- If ISU provides office space in an on-campus location.
- In most remote and hybrid environments unless otherwise specified in the remote-work agreement.

*Note: The final decision of allowability and appropriateness of home office expenses is determined by the funding department.*

- *ISU supplied resources are to be used for ISU business purposes only.*



## **HOSPITALITY MEALS**

Hospitality meals are different than group meals and morale events as they require at least one non-worker in attendance for the benefit of the University. These non employees can be guest speakers, dignitaries, donors, influential or industry guests, new hires, and other authority figures. Meals should be reasonable and not extravagant but can exceed the normal amount of the per diem. Catering is allowed. Hospitality meals should not be claimed for virtual events or for attendees virtually in attendance.

### **Allowable:**

- For instances where there is one or more worker and one or more non worker in attendance to benefit the university.

### **Unallowable:**

- If the meal is an unsanctioned social event or if the non-worker is not attending for the benefit of the university

*Note: Group meals are expected to be reasonable for the occasion.*

*See also "Alcohol," and "Gratuities." This applies to all group meal/hospitality circumstances. **A list of participants/attendees is required in all instances.***

## **INTERNET**

### **Unallowable:**

- Unless a home internet allowance is expressly stated in the employee's technology allowance or work from home agreement.

## **LOST KEY EXPENSES**

### **Allowable:**

- Fees will be charged to the worker's department
- The department should decide whether to recover funds from the worker through Accounts Receivable.

## **MEDICATIONS**

### **Unallowable:**

- In all instances except for prescriptions solely related to travel. (See travel policy)
- Please contact [Occupational Medicine](#) for information regarding pharmaceuticals.

*Note: for over the counter healthcare items, please see “personal use items”*

## **MEMBERSHIPS**

### **Allowable:**

- When they are Institutional memberships or university-wide in nature.
  - Examples include: The American Council on Education, the National Association of State University Land Grant Colleges, and the North Central Accrediting Association.
- At the discretion of the department/or college when professional memberships are for individuals.
  - Lifetime memberships may also be paid.
  - If journals or other professional materials relating to the unit’s business purpose are included in the cost of membership this is also allowable

### **Unallowable:**

- If the memberships are purely social.

## **MOVING EXPENSES**

- Must be handled through Human Resources regardless of funding source.
- Should not be promised, paid, or agreed upon without guidance from a HR Representative. Undergraduate and Graduate Students are not eligible for moving expenses. Merit, and P&S workers are not eligible for moving expenses in most circumstances. The University Policy Library has information specifically pertaining to moving expenses. Procurement Services also has information about moving expenses in their Moving Packet. The Office of Compliance will audit all moving expenses according to the ISU Travel Policy.

## **PARKING, BUS AND TRANSPORTATION COSTS ON CAMPUS/IN AMES**

### **Allowable:**

- For non-workers participating in ISU business events or whom have an ISU business purpose.
- If a temporary parking pass is needed to conduct approved university business such as assisting with set up or sanctioned moving between buildings.
- For the Department of Residence to provide residential and emergency parking to live-in staff who are required to reside on campus.

### **Unallowable:**

- For all ISU students and workers from any funding source for normal use.

## **PERSONAL USE ITEMS**

### **Allowable:**

- If under \$100, at the discretion of the department or college when there is a justifiable and legitimate business purpose.
  - Examples:
    - Sunscreen or bug spray for field workers
    - Walking aids for those conducting experiments in rough terrain
- These items are property of the university if university funds are used to purchase them

### **Unallowable:**

- If the items are to be kept personally.

## **PLAQUES AND AWARDS**

### **Allowable:**

- When given for university, college or department formal event or ceremony
- For commemorative purposes of a university organization

### **Unallowable:**

- If unofficial or social in nature.

*Note: Plaques and awards have little to no cash value once customized. Therefore, they are considered separate from gifts and token items.*

*If items of value or gift cards are given in conjunction with the plaque or award, the procedures listed under those respective sections apply.*

### **PRINTING AND PHOTOCOPYING OFF CAMPUS**

#### **Allowable:**

- Only while in travel status, for after-hours emergencies, or for printing that cannot be performed by on-campus sources.

*Note: All university printing should be completed by [Printing Services](#) while on campus unless directed elsewhere by Printing Services.*

### **PROTECTIVE CLOTHING**

#### **Unallowable:**

- Protective clothing must be purchased via the proper channels. These should not be bought personally for reimbursement as [Environmental Health and Safety](#) and Procurement Services have procedures for obtaining quality safety equipment. [Central Stores](#) is also able to provide quality PPE items.

### **PROFESSIONAL DEVELOPMENT**

#### **Allowable:**

- For workers and students both with a business purpose. Professional development can include conferences, seminars, information sessions, lectures, convocations, workshops and similar programs. In most cases these should not be formal classes for academic credit.

#### **Unallowable:**

- When not pertaining to employment with ISU.
- If receiving credit towards ISU courses as this needs to be handled through financial aid.

### **REGALIA AND ACADEMIC COSTUMES FOR FACULTY**

#### **Allowable:**

- For cords, pins, sashes, and ribbons

#### **Unallowable:**

- For robes, hoods, tams, caps, and other accessories unless they are kept in possession of the department for future use.

## **SINGLE ITEM VOUCHERS**

### **Allowable:**

- From all funding sources when for a single, specific item/action (examples include the ISU creamery and ISU Dining meal vouchers).

## **SPOUSAL/SIGNIFICANT OTHER/FAMILY ATTENDANCE**

### **Allowable:**

- For spouses of workers when the worker is being recognized at a formal recognition function, meeting with a donor couple or attending a fundraising event.
- For spouses of interviewees when house hunting
  - Typically, after the interviewee has accepted the position and with approved moving expenses.
  - In some instances, the dean, chair, or senior vice president may give permission for other family members including minor children to have costs reimbursed if for the purposes of house hunting.
- If present to assist with an employee disability

### **Unallowable:**

- If the travel and associated meal expenses of spouses/significant others does not have a business purpose.
- When spousal or family travel expenses are incurred for personal reasons.
- For other family members including dependent children (unless for approved instances of moving/house hunting expenses where a dean, chair, or senior vice president gives prior approval).

## **THIRD PARTY PAYMENT SITES**

### **Allowable:**

- PayPal and Venmo for registrations, conferences, and subscriptions as long as either the P-Card or T&H Card are used.

### **Unallowable:**

- To use Cashapp, Shopify and other money transfer programs.
- If a personal PayPal or Venmo is used for ISU business.

*Note: When using PayPal and Venmo, both the supplier receipt and payment service documentation must be submitted. Procurement Services and the Compliance Office can grant exceptions in unusual instances. Special permission to use PayPal is not needed when purchasing conventional items for university use.*

## **TIPS & GRATUITIES**

### **Allowable:**

- For non-travel meals and group meals. Gratuities should typically fall between 15% and 25% of the allowable amount of the bill.
- Catering gratuities would be subject to the same guidelines.

### **Unallowable:**

- Travel meals are paid by per diem and gratuities are included in the per diem; therefore, these should not be reimbursed or reallocated separately. Please see the travel policy
- Gratuities exceeding 25% of the allowable amount of the bill are considered egregious and are unallowable.

## **TOKEN ITEMS & GIFTS**

### **Allowable:**

- If the value is \$100 or less
  - May be given to workers, guests, or students.
  - Can be used for research participation, promotion, volunteering for an event or for rewards.
  - Property receipt forms are not required.

*Note: Token items have little or no cash or resale value and can include pens, notepads, mugs and cups, ISU branded items and other similar products. Gift cards are not considered token items as they are considered a cash equivalent.*

## **VIRTUAL EVENTS**

### **Allowable:**

- If the costs pertain to hosting the event.

### **Unallowable:**

- If the costs are associated with meals or food.
  - Meals, gift cards for meals, and delivered foods are not allowed to offsite locations when the event is a virtual conference.
  - Attendees in a virtual conference are not in travel status therefore there should be no expectation of a meal or a per diem for a meal.

## **ALL OTHER NON-CONVENTIONAL PURCHASES**

- Costs and expenses neither specified nor prohibited are delegated to the departments to determine allowability. The Office of Compliance has the final determination in instances of disputed allowability.

# Glossary

- **Accounts Payable (AP)**: Ensures invoices for purchase orders and supplier contracts are properly processed according to all applicable University rules and regulations. Effective May 2022, Finance Service Delivery is responsible for processing Iowa State University accounts payable.
- **Allowable Expense**: A necessary, reasonable, and appropriate expense incurred for the primary benefit of University business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.
- **Appropriate Expense**: An expense that is suitable or fitting for a particular valid business purpose.
- **Approvers**: Those responsible for the review of transactions submitted to them, making informed judgments about the reasonableness of those transactions, providing evidence of their authorization of those transactions (either on paper or online) and approval (or rejection) in a timely manner. Approvers must also be knowledgeable about applicable local and University policies and external requirements/regulations where relevant (i.e., federal guidelines for sponsored awards, etc.).
- **Business Unit Managers**: A financial officer specifically trained to provide internal management of funds in a business unit. They are responsible for ensuring that processes are in place to achieve the mission and objectives of their business units and departments.
- **Cost Center Managers (CCMS)**: The financial officers responsible for final approval of all transactions and for allowing or disallowing transactions not specifically addressed in the Allowability and Appropriateness Manual. Additionally, CCMs distribute and communicate all applicable financial policies throughout their units and ensure all workers have access to training and information regarding financial policies and procedures.
- **Delegates**: A trained individual who can perform the duties of a Cost Center Manager or other responsible party in their absence.
- **Finance Specialist**: [Finance Specialists](#) provide financial services such as costing allocations, transaction corrections, and financial accounting and reporting.
- **Generally Accepted Accounting Principles (GAAP)**: Fundamental principles of accounting that are used as guidance in the preparation of the University financial statements.

- **Grant Finance Specialist:** The [Grants Finance Specialist \(GFS\)](#) supports post award financial activities by familiarizing themselves and faculty on grant terms and conditions, and reviewing award transactions for compliance with all applicable regulations, policies and guidelines
- **Necessary Purchase:** Minimum purchase or service required to achieve a particular business objective.
- **Original Receipt:** The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable provided that it is legible.
- **Procurement and Expense Specialists:** [Procurement and Expense Specialists \(PES\)](#) are pooled staff responsible for spending university resources with sound business judgment. PES are also responsible for reviewing and/or providing complete supporting documentation to the delegate/preparer/requestor with sufficient time for processing, review, and approval.
- **Procurement Services:** Department who oversees purchasing all goods and services on behalf of Iowa State University. Procedural guidance is provided in the [Payment and Procurement Methods](#) document on their website.
- **Reasonable Expense:** An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of University business.
- **The Research Participation Receipt and Property Receipt Form** A form providing written acknowledgement from a recipient that property was received from Iowa State University.
- **Reimbursees:** Are responsible for ensuring that expenses that they submit for reimbursement are accurate, legitimate University business expenses and that they are submitted in a timely manner. Reimbursees certify the validity of their submitted expenses by confirming their expenses within Workday.
- **Substantiation:** Documentation to support an incurred business expense that includes the original receipt, documentation of business purpose, names of persons in attendance, and appropriate expense report for the incurred cost.
- **Travel, Reimbursements and Card Services:** Provides training on the proper use of procurement cards. Procurement Services is responsible for auditing samples of worker and non-worker reimbursements that are approved and submitted by departments after local approvers have fully performed all of their responsibilities as outlined by this policy.



# Definitions of Workday Worktags

The chart below outlines the Worktags utilized in Workday to delineate the funding types that will be discussed within section VI of this document.

Worktag	Type	Description
Grant	Driver	ISU Sponsored Programs (excluding Foundation)
Project	Driver	Capital projects and faculty startups
Program	Driver	Accounts not ISU Endowments, Foundation, Sponsored Programs, Capital Projects, or Faculty Startups
Gift	Driver	ISU Endowment and ISU Foundation Parallel Accounts
Cost Center	Related	A department, center, institute, or major program
Business Unit	Related	An organizational level which every Cost Center is assigned to one Business Unit.
Institutional Resource Type (IRT)	Related	Used to identify major groups of institutional funding
Fund	Related	Used to identify resources segregated by special regulations, restrictions, or limitations.
Department Detail	Conditionally Related	Worktag established at the institutional level to track transactions at a more granular level than Driver Worktags. Can be used with Driver Worktags to define details required at the cost center level. May also be associated with a Driver Worktag and thus considered a Related Worktag.
Assignee	Conditionally Related	Worktag that supports tracking of funds and expenses identified to a person. Identifies the faculty or staff worker assigned to specific funds. May also be associated with a Driver Worktag and thus considered a Related Worktag.

## Appendix A - Gift Guide

<b>Gift Purpose</b>	<b>Funding Restriction</b>	<b>Property Receipt Form Required? #</b>	<b>Tax Reporting Required if for \$100.00 or more?</b>
<b>Donation - In Support of a Conference, or for Advertising</b>	Allowable on all funds except Sponsored Programs funds	No	<b>Only if to a for- profit enterprise</b>
<b>Door Prizes *, Poster Prizes, Trophies, Raffles (Given to Students, Employees or Non-employees)</b>	Allowable on all funds except Sponsored Programs funds * Employee morale event door prizes are only allowable from agency funds.	Yes, if more than \$20.00 or a gift card regardless of amount.	<b>Yes</b>
<b>Employee Baby Showers, Birthdays, Holidays, Weddings, and Wedding Anniversaries</b>	Not allowable from any funding source	N/A	<b>N/A</b>
<b>Illnesses or Hospitalizations of Employees</b>	Only allowable on agency or General Support foundation funds	No	<b>No</b>
<b>International Visitors</b>	Allowable on all funds except Sponsored Programs funds	No	<b>No</b>
<b>Memorials - Employees, Immediate Family, or Key Constituents (e.g., Donors)</b>	Only allowable on agency or General Support Foundation funds	No	<b>No</b>
<b>Milestone Recognition - Employee Achievement</b>	Allowable on all funds except Sponsored Programs funds	Yes	<b>Yes</b>
<b>Milestone Recognition - Retirement or Going-Away Event</b>	Allowable on all funds except Sponsored Programs funds	Yes	<b>Yes</b>
<b>Services Provided (In Lieu of Payment by Check)</b>	Allowable if \$100.00 or less per recipient as a token non-cash item. Not allowable from any funding source if the item is more than \$100.00 per recipient.	N/A	<b>N/A</b>
<b>To Donors</b>	Only allowable on agency or General Support Foundation funds	No	<b>No</b>
<b>Token Incentives (non-cash) to Research Participants (Value of \$100.00 or less)</b>	Allowable on all funding sources.	No	<b>N/A</b>
<b>Token Non-Cash Items to Employees or Students (Value of \$20.00 or less)</b>	Allowable on all funds except Sponsored Programs funds	No	<b>N/A</b>