

**DISCRETIONARY FUNDS (17A)
ALLOWABLE AND NONALLOWABLE EXPENSES**

Types of Expenses	Allowable
Events & Business Entertainment:	
Food and nonalcoholic beverages for retirement/departure events for employees retiring or departing from WSU. Only one retirement/departure event per employee may be supported by discretionary funds. Cost per event cannot exceed \$15.00 per person. Include the expected/estimated number of attendees with the request for payment/reimbursement.	Yes
Hosting official University-sponsored events.	Yes
Food and beverages for University employees and guests at official University-sponsored events.	Yes
Admission fees/charges for employees to attend social or business events when attendance is required by the University.	Yes
Food and nonalcoholic beverages for division or departmental holiday receptions. Only one event per division or department per year may be supported by discretionary funds. Cost per event cannot exceed \$15.00 per person. Include the expected/estimated number of attendees with the request for payment or reimbursement.	Yes
Food and nonalcoholic beverages for division or departmental employee appreciation events. Only one event per division or department per year may be supported by discretionary funds. Cost per event cannot exceed \$15.00 per person. Include the expected/estimated number of attendees with the request for payment or reimbursement.	Yes
Banquet liquor permits and special occasion licenses for official University-sponsored events (see 70.29).	Yes
Food and beverages for employee showers, weddings, birthdays, and similar personal life events.	No
Purchase of beverages to be stored for future use except as required by the President or chancellors in their official hosting capacity. Note, however, that unopened beverages from other hosted events can be returned or stored in accordance with 70.29 .	No
Travel:	
Travel expenses which exceed the amount payable from state funds and are related to an employee's official duties. Such expenses must be approved by the responsible vice president, chancellor, or dean.	Yes
Travel expenses for a prospective employee's partner's travel when approved in advance by the responsible appointing authority.	Yes
Travel and related expenses to meet with donors, prospective employees, and prospective students. An official should use discretion when approving such travel and other expenses. He or she should send only the minimum number of employees required to accomplish objectives.	Yes
Business Class (premium class other than first class) airfare when a flight to or from a point outside the continental U.S. is over 14 hours long (not including domestic layover time). Note that such airfare is also allowed on state funds in accordance with 95.07 .	Yes
First Class/Business Class airfare. Exception allowed if individual has a medical exemption from a doctor. For airline club memberships, see the "Memberships" subsection below .	No

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Updated 01/27/12**

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Payment of travel meals, lodging, and transportation expenses for an employee's partner, unless the responsible vice president, chancellor, or dean has determined that a partner's attendance is necessary for the conduct of official University business. If the travel is for the partner of a vice president, chancellor, or dean, approval by the supervisor is required. The responsible official must approve such expenses in advance of the travel.	No
Commuting mileage.	No
Moving Expenses:	
Moving expenses including those expenses that exceed the amount payable from state funds when approved in advance by the responsible vice president, chancellor, dean, or designee.	Yes
Memberships:	
Membership dues, a license, or a certification that enhances an employee's ability to perform position duties. The expense must be approved by the responsible vice president, chancellor, dean, or designee.	Yes
Airline club membership fees where membership is needed for business purposes and is approved by the responsible vice president, chancellor, or dean. If membership is for a vice president, chancellor, or dean, approval by the supervisor is required.	Yes
Membership dues, a license, or a certification which does not enhance an employee's ability to perform the duties of her or his position.	No
Awards, Loans, Gifts, and Similar Items:	
Scholarships and fellowships expenses are processed through Student Services and are not subject to procedures in this section. See 30.90 to authorize and process a departmental scholarship.	Yes
Employee and student excellence awards provided through approved University programs.*	
*Note: OFM freeze restrictions currently in place prohibit cash or cash equivalent awards.	Yes
Retirement gifts with a cumulative value that do not exceed \$200.*	
*Note: OFM freeze restrictions currently in place prohibit cash awards.	Yes
Flowers and other tangible gift items for nonemployees such as donors, special guests or dignitaries, as part of a cultivation process or an expression of appreciation that do not exceed \$200.	Yes
Expressions of sympathy associated with the death or serious illness of an employee, an employee's immediate family member, or a non-University employee with a business connection to the University (e.g. donors, alumni, etc). Expressions of sympathy include floral arrangements, sympathy cards, and similar items.	Yes
Loans to individuals other than WSU students. Student loans must be processed through Financial Aid.	No
Gift certificates, flowers, and other tangible gift items for employees or their family members in recognition of holiday events, birthdays, boss's day, administrative assistant day, etc., or as an expression of thanks.	No
Contributions:	

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Contributions (cash or non-cash) to a WSU-related organization in support of an official University mission. Such an expense may take the form of a direct purchase on behalf of the organization or a contribution to the organization's account.	Yes
Contributions (cash or non-cash) to any individual, organization, or institution that is unrelated to WSU.	No
Supply/Office/Promotional Items:	
Note cards, holiday cards, stationery, and postage for sending welcome, congratulatory, or other communications to faculty, staff, students, donors, alumni, etc. (Note: Electronic communication is strongly encouraged unless circumstances dictate otherwise.)	Yes
Promotional items with University or college logos such as coffee mugs, lapel pins, writing instruments, key chains, t-shirts, etc. that are given to donors. The provision of such items to University employees is prohibited unless the event is a University-sponsored event and the value is of nominal value (less than \$10 per person per year).	Yes
Promotional items, meal tickets/coupons, and other giveaways as an incentive for students to get involved in organizations, clubs, surveys, etc.	Yes
Birthday cards, wedding cards, engagement, cards etc. for employees or their family members.	No
Office decorations for a personal office space.	No
Postage for personal correspondence.	No
Miscellaneous Items:	
All purposes for which state of Washington public monies or federal monies are spent.	Yes
Cash, gift certificates, or other tangible items that are given to participants in research projects.	Yes
Expenses of a personal nature unless the personal benefit is clearly de minimis to the primary purpose of benefiting the University.	No
Fines for illegal actions, e.g., parking or traffic infractions.	No
Gratuities not associated with meals, unless specifically permitted by other University regulations.	No

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