



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
CONCESSION FUND	April 8, 2010	1110.015

POLICY STATEMENT (R*)

The University obtains certain income from vending machines on campus (“Concession Funds”). The University may expend Concession Funds to advance the mission of the University including support of academic programs, student life programs, faculty, staff, fellows, students, and support activities of the University and its various organizations. Budgets for these funds are submitted to the Board of Trustees and the Board of Governors annually by the Office of Financial Planning. The budget may be allocated for authorized expenditures by the president to the vice presidents, deans, directors, and others as selected by the president.

Expenditures that are allowable for reimbursement from Concessions Funds include the following:

- Faculty and Staff Recruitment
- Faculty and Staff Morale Improvement Activities
- Student Recruiting, Student Support Services, Student Program Support, and Student Financial Aid
- Facilities Construction, Improvements, and Renovations
- Organizational Planning, Management Planning and Professional Development
- Community/Professional Relations, Public Relations, Donor Relations, and Government Relations
- Consultants
- Meals (including gratuity and taxes) for employee recruitment, lecturers, visiting officials, prospective donors, long range planning, training or organizational development
- Rental of space for seminars, receptions, dedication, and similar ceremonies
- Flowers – For employees, in conjunction with a Human Resource Initiative only

Expenditures that are not allowable for reimbursement from Concessions Funds include the following:

- Refreshments consumed at employee only coffee breaks
- Gifts to employees (however, gifts to employees part of a formal recognition program approved by the President, Provost, or appropriate Vice President are allowable)
- Alcoholic beverages
- Advances or loans for travel or salary
- Holiday cards and/or gifts in which the sole purpose is to convey holiday greetings (cards sent as part of an advancement or community outreach organized activity are allowable)
- Equipment for employee personal use (refrigerators, coffee pots, etc.)
- Flowers – not serving a bona fide University purpose

REASON FOR POLICY (O*)

The purpose and intent of this policy is to establish guidelines and procedures which will provide for proper accountability, budgeting, and expenditure of Concessions Funds.

RELATED INFORMATION (O*)

The following illustrates types of expenditures that are allowable from Concession Funds:

Faculty and Staff – Expenditures relating to faculty and staff recruitment activities including candidate interviews, relocation expenses, expenses of a candidate’s or employee’s spouse if the spouse’s presence is officially required, special recognition awards if part of a formal recognition program approved by the President, Provost, or appropriate Vice President, expression of organizational sympathy or good will in conjunction with Human Resources, and events marking the successful completion of major projects or

significant accomplishments by employees of benefit to the University.

Student Recruiting, Student Support Services, Student Program Support, and Student Financial Aid – Expenditure for various student related activities including orientation, residence life programming, picnics, banquets, special recognition awards, student staff training sessions, student organizations, ushers, band members, and police hired for commencement.

Facilities Construction, Improvements, and Renovations – Expenditures to construct or improve critical facilities when State funds are not sufficient.

Organizational Planning, Management Planning and Professional Development – Expenditures for organizational planning, management planning and professional development activities including consultants, retreats, and rented facilities away from the distractions of the normal work place, and for the cost of refreshments served at university meetings, conferences, workshops, receptions, commencements, and seminars. Meals arrangements for University meetings are permissible if the meal arrangements are for the purpose of conserving time. Costs associated with professional development may include national and international travel to conferences, symposia, and training programs. These activities will help ensure that faculty and staff remain current in their fields, contribute expertise to colleagues, and bring recognition to the University.

Community/Professional Relations, Public Relations, Donor Relations, and Government Relations – Expenditures for activities relating to cultivation, development, exploring partnerships, board of trustee activities, limited travel supplements for cultivation and dignitaries, and meals or tokens of appreciation appropriate for furthering the mission of the institution. Concession Funds may also be used to defray the cost of meetings of advisory bodies and inter-institutional councils, boards, and committees.

Operating Cost – Expenditures for the cost of items associated with the expenses of operating the University’s vending machine program.

PROCEDURES (O*)

Each requisition or request for reimbursement must provide a statement detailing how the expenditure benefits the interest of higher education.

HISTORY (R*)

Authority: CM-D-32.00 (11/96) Chancellor’s Memorandum;

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance and Administration
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of the Controller
11200 SW 8th Street, CSC 4200
Miami, FL 33199
Telephone: (305)348-3079

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*R = Required *O = Optional