

Disallowed Expenses for Administrative Staff

The following items are not to be charged to the College's operating budget or College restricted funds:

Alcohol, except for College-sponsored events (Alumni Weekend, Fundraising Events, etc.)

Artwork / plants / decorations /accessories for offices - Office furnishings must be purchased through the Purchasing Office

Contributions, political or charitable - Donations are determined by President's Office or the Office of Community Relations

Clothing or other personal items

Childcare, baby-sitting, eldercare, house-sitting, or pet sitting costs

Fines or parking tickets

Flowers or Fruit basket for co-workers or students, except when sent by HR or President's Office

Food supplies for daily office use (coffee, juice, soft drinks, etc.)

Gifts (see below)

Meals with other Trinity employees, even if business related

Parties (see below)

Spouse or child related costs, including travel and meals

Travel related exclusions:

- Air travel clubs /Airline travel insurance

- First class or business class airfare

- Costs incurred for failure to cancel transportation or hotel reservations

- Optional conference events (golf, tours, etc.)

- Hotel amenities (movies, in-room bars, etc.)

- Non-business entertainment and travel

Parties: Although the College hosts an annual campus-wide party to honor retirees, we do understand that individual departments may also wish to hold a small going-away party for the individual retiring from or leaving Trinity. The department may charge a modest amount to the College budget for such an event with prior approval of the Senior Officer under the following guidelines: \$100 for a going-away party and \$250 for a retirement party.

Gifts: Any gift to a retiree should not be charged to the College. Occasions such as holiday parties or those that celebrate births, marriages, etc. should also be paid for by the employees involved. When hosting these types of events, please be conscious of the potential external scrutiny of the College's expenditures in support of its primary mission of educating students.

Contact the Budget Office for further information on allowed and excluded expenses.