

ADMINISTRATIVE DIVISION BTRU Board of Trustees	POLICY NUMBER BTRU 1.15
POLICY TITLE University Personnel Expenditure Policy	
SCOPE OF POLICY USC System	DATE OF REVISION December 17, 2019
RESPONSIBLE OFFICER Secretary of the Board of Trustees	ADMINISTRATIVE OFFICE Board of Trustees

PURPOSE

All expenditures by university personnel for all activities will be reasonable, appropriate and justifiable. Such expenditures shall be fully disclosed to the public except for names of donors and prospective donors.

POLICY STATEMENT

In furtherance of this policy of reasonable expenditures and full disclosure, the following guidelines are established by the Board of Trustees and the President of the University of South Carolina.

PROCEDURES

- A. Entertainment, travel and lodging guidelines and regulations of the state and university will be adhered to by all university personnel. Any expenditures in excess of these regulations shall come from private sources. University personnel being reimbursed from private sources shall make detailed reports to the internal auditor on a quarterly basis to be incorporated in the internal auditor's report to trustees.
- B. Lodging costs for university personnel will be reimbursed based on the university's policy on travel, FINA 1.00 Travel – Employees and Students.
- C. University records will be properly documented with appropriate evidence where charges are made on behalf of the foundations by university personnel. Such documentation will show proof of reimbursement.
- D. State procurement procedures will continue to be followed in all university purchases of goods and services.
- E. University personnel may not make charges against the university for food and beverage consumed when meeting solely with other university employees in their headquarters city except for catered events. Reimbursement for same will not be allowed.
- F. University credit cards will not be used for personal purchases by any university employee; however, university employees are authorized to make charges against university credit cards within state and university guidelines.

- G. The Chairman of the Board of Trustees will be advised of all monies spent entertaining anonymous prospective donors. The chairman will be briefed on the identity of such prospective donors and reasonable justification of expenditures will be provided.
- H. The President or his designee will report to the Executive and Governance Committee on the status of development activity on an annual basis.
- I. The Executive and Governance Committee requests the Audit and Compliance Committee, in conjunction with the administration, to recommend appropriate policy, allocation, and limits regarding funds available to the president for university advancement.

HISTORY OF REVISION

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval
March 24, 2016	Policy organization, content and accuracy reviewed. Changes included adding the name of the current Secretary of the Board of Trustees as the authorizing agent and updating a committee name.
December 17, 2019	Updates made to coordinate with the university’s policy on travel, FINA 1.00 Travel – Employees and Students, frequency of reports of development activity to trustees, and a committee name. The policy also was reformatted into the new policy template.