Commonly Used Policies & Procedures:  
http://policy.yale.edu

Business Meal:
   o Policy 3302: Business Meals, Entertainment, and Other Social Events
      o Individual names are required for business meals with 10 and less attendees
      o Group meals are to be $100 or less per person (including tax & tip)
      o University funds cannot be used for a social event in recognition of Secretary’s Day, weddings, birthdays, baby showers, etc.
      o For FAS faculty searches or recruitment: The University expects the cost of business meals to be reasonable and to be $75 or less per person (including beverages, tax and tip). Please see link for more information: http://facultyadmin.yale.edu/search-and-recruitment-expense-guidelines

Domestic or International Travel:
   o Policy 3301: Travel on University Business
      o Guide 3301 GD.01: Misc Non-reimbursable Travel
         - Travelers are expected to purchase lowest available economy airfare ticket
         - Traveler must chose (per trip) either per diem OR actual meal, not both
         - Cancellation or no show fees for hotels, rental cars, etc. are not reimbursable
         - Parking and mileage reimbursement between university locations
            - Every effort should be made to use the on demand shuttle service if available.
            - If a scheduled University shuttle service is available, there is no reimbursement for mileage for any travel among 25 Science Park, West Campus, Medical School, and Central Campus. The University encourages the use of the shuttle service, but in some circumstances when there is a sound business reason or there is no scheduled shuttle service, parking will be reimbursed with approval from the lead administrator.
   o Business Class vs. Economy Class
      - If you are allowed to fly business class, you MUST determine the difference between the cost of business class and economy class and charge this difference to expenditure type 876000 (Domestic Travel – Unallowable) or 876001 (Foreign Travel - Unallowable). This difference cannot be charged to a federally sponsored award, must be documented and attached to the expense report, and must be identified for all business class travel costs.

Sponsored Agreement (Federal Grant) International Travel
   o Policy 3301: Travel on University Business
      o Guide 3301 GD.02: Use of U.S. Flag Carrier for Sponsored Foreign Travel. Federal requirements (i.e. Fly America Act) state that domestic grantees must use U.S. flag air carriers to the maximum extent possible.
Gifts:
  - Policy 3303: Gifts from University Funds
    - Gifts for employees with greater than 10 years of service departing Yale can be given a gift with a value up to $400

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expressions of Sympathy</td>
<td>Non-cash expenses are allowed only as modest (less than $100 including tax &amp; delivery) &amp; occasional, such as:</td>
</tr>
<tr>
<td></td>
<td>Serious illness, hospital stay, or death of an employee, emeritus faculty member, student, or immediate family member</td>
</tr>
<tr>
<td></td>
<td>Immediate family member is defined as an employee’s spouse or domestic partner as well as employee’s or spouse/domestic partner’s children, siblings, or parents</td>
</tr>
<tr>
<td>Employee Recognition</td>
<td>The following table summarizes when gifts must be reported to payroll as income as applicable:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash – Any Amount</td>
<td>N/A (paid as bonus via payroll)</td>
</tr>
<tr>
<td>Gift Certificate – Any Amount</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Cash Gifts &lt; $75</td>
<td>No</td>
</tr>
<tr>
<td>Non-Cash Gifts ≥ $75</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Please note: For Yale employees YSS will report all giftcards as taxable income to payroll. The recipient of the giftcard will see a tax deduction in their paycheck. For additional questions please refer to this link: http://www.yale.edu/finance/controller/payroll/index.html

Purchases >$10,000
  - For purchases >$10,000: Sole Source Form (http://policy.yale.edu/forms/3205-fr03-sole-source) or bidding documentation is required. Please refer to Policy 3201.4 (http://policy.yale.edu/policy/3201-purchasing-general#4)