Travel on University Business (Policy 3301)

- Use reasonably priced transportation and accommodations consistent with business requirements (default: economy/coach class).
- **First-class travel is not permitted**, but business class is permitted under certain conditions (e.g., in-airtime exceeding 5 hours).
- For long-term travel (i.e., > 30 days), allowable expenditure/reimbursement for meals and accommodations is permitted only up to 50% of the published federal per diem rate.
- Note: travel funded by sponsored awards may carry additional requirements/restrictions.

Business Meals, Entertainment, etc. (Policy 3302)

- Business meal expenses are expected to be reasonable and are limited to $125.00 per person, including drinks, taxes, and tips. **Important note:** alcohol is unallowable on federally sponsored awards.
- Expenses for business meals and entertainment must be appropriate, reasonable, and guided by prudent business judgment and moderation.

Gifts from University Funds (Policy 3303)

Gifts to employees, students, or postdocs are allowable as occasional and modest expressions of recognition, support, or sympathy. Keep in mind:

- Gifts must be **tangible (i.e., non-cash) and under $100.00**. Gifts outside these parameters require an exception to policy and potentially create taxable income for the recipient.
- Non-cash gifts of $100 or greater, and all cash and cash equivalents, must be reported for tax purposes (Payroll for employees or A/P for non-employees).

Sponsored Projects Financial Management

While business office and/or FRMS staff will provide guidance on and carry out many financial tasks, the Principal Investigator ("PI") is ultimately responsible for ensuring that project funds are expended according to University and sponsor requirements. A sample of important considerations includes:

- Costs must be reasonable, **allowable**, and **allocable**.
- **Effort:** most faculty generally have University responsibilities to the extent that would preclude them from devoting 100% of their time to sponsored activities.
- **Subrecipients:** all subrecipient invoices must be either signed by PI or receive an equivalent email approval.
- **Cost transfers:** allowable only where there is a direct benefit to the sponsored project being charged; should not be used to manage awards.

Moveable Equipment (Policy 4209)

Consult with your business office before arranging to move, transfer, sell, or discard any equipment valued at $5,000 or more, relocating equipment, particularly off-campus locations, is subject to advance approvals and record-keeping requirements.

General Purchasing (Policy 3201)

- Most commonly purchased goods and services should be bought through purchase requisitions in Workday/SciQuest. Note: Requisitions and any required contracts/agreements are expected to be created/completed **before** the commencement of work and/or the receipt of goods/services.
- **Do not** "split" a transaction into multiple transactions to purposely evade any University policy requirement.

Yale Purchasing Card (Policy 3215) and Out-of-Pocket Reimbursements

- Appropriate uses generally include University travel and entertainment expenses and small dollar (<$2,000) business-related goods and services.
- Note: Do not "split" transactions to circumvent limits.
- Do not share PCards or use PCards for personal purchases.
- Timely submission of out-of-pocket reimbursements is essential:
  - **120 days** is the number to remember. Expense reimbursements become taxable when not submitted and fully approved within 120 days from the date expense is incurred; and
  - Expense reimbursements are no longer reimbursable after 366 days from the date incurred.
- Certain categories of items are considered **Prohibited Commodities**.

University Signature Authority (Policy 1104)

- Signature authority is formally assigned to a small number of individuals at Yale. Only University Officers and the few individuals with a delegation letter from the Yale Corporation may sign agreements, contracts, and other legally binding documents.

Hiring Employees, Contractors, and Others

- All individuals must be classified as either a University **employee or an independent contractor** before they provide services to the University.
- **Depending on the type of hire**, there are specific processes and considerations for **hiring and hiring-related activities**. Consult with your school or department administration (e.g., business offices) for specific guidance on hiring protocols, etc.

Information Technology (Policy 1607)

- IT Systems may be used only for their authorized purposes.
- Members of the Yale community entrusted with Yale data must understand and apply the **Minimum Security Standards** ("MSS").
- Individuals should work through their local IT support to ensure computers are appropriately set up and secured.