

Pace University Office of Finance and Administration

Expense Policy Guidelines dates July 1, 2023



more restrictive policy will be the responsibility of the college, school, department, or unit.

- o Reasonable in that the expense is not extreme or excessive and reflects a prudent decision to incur the expense.
- o Appropriate in that the expense is suitable and fitting in the context of the valid business purpose.
- x Necessary
 - o An expense is necessary if there is a valid business purpose required to fulfill the mission of the University. The primary beneficiary of a necessary business expense is the University, not the individual. A necessary expense is a minimum purchase or service required to achieve a valid business objective.
- x Reasonable
 - o Reasonable means that the amount being spent reflects the value that normally would be spent in that specific situation. An expense is considered reasonable if it is not extreme or excessive and reflects a fair and prudent decision and action to incur the expense. A cost may be considered reasonable if the nature of the goods or services acquired, and the amount involved therefore, reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.
 - o Major considerations involved in the determination of the reasonableness of a cost are: (a) whether or not the cost is of a type generally recognized as necessary for the operation of the institution; (b) whether or not the individuals concerned acted with due prudence in circumstances, considering their responsibilities to the institution, its employees, its students, the Federal Government, and the public at large; and (c) whether or not the cost represents fair value for the good or service provided.
- x Appropriate
 - o Costs are appropriate if they are suitable or fitting for a business purpose. For a cost to be appropriate it is also presumed that there is a valid business purpose, which is normally the responsibility of the unit to determine.
 - o The following questions should be considered when determining the appropriateness of costs:
 - f* Could the cost be comfortably defended under public scrutiny?
 - f* Would you be confident if the cost was selected for audit?
 - f* Would you be comfortable reading about it in the newspaper?
 - f* Would you be comfortable explaining to a donor that their donation was used this way?

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XII) for information and guidance regarding allowable and unallowable expenses associated with grants.

- x Employees, faculty, and approvers are responsible for compliance to this policy, which is subject to audit.
- x Expenses submitted for reimbursement that are deemed in violation of this policy may not be reimbursed to the employee/traveler.
- x Additionally, employees/travelers may owe Pace University an amount equal to the total of discrepancies or unallowable expenses paid by the university.
- x Repeated or egregious violations are subject to other disciplinary actions including cancelation of Pace Corporate Card



There will be no employee reimbursement for travel between University locations (all New York City Locations, White Plains, Pleasantville, Valhalla) for staff at the level of Vice President and above and Deans except when mandatory University-wide meetings are held and no video conference or Zoom functionality is available (inclusive of Board of Trustee Meetings, Board of Trustee Committee Meetings, Operations Committee for non-members, Faculty Council Meetings, and Administrative Staff Council Meetings only).

Please be advised that travel between Westchester campuses (to/from Valhalla / Pleasantville / White Plains) is not reimbursable for employees at all levels.*

* Exception (s): The criteria for the inter-campus travel exception includes staff members that require routinely and timely travel between campuses and/or offices to expedite and facilitate their daily work

To be reimbursed for a business meal, the following information must be submitted:

- x Names of individuals entertained for the meal and the company they represent
 - There should be no more than four Pace University hosts per external guest for business related lunch or dinner meetings or events (excluding students)
 - Meals, including students, should have an attendee listing attached to the expense
- x Business reason for the meal along with the expectation of the benefit to the university
- x An itemized receipt inclusive of the gratuity limited to a maximum of 20%
 - The concept of reasonableness should apply to the cost of business meals. Events such as training, professional development, hosting speakers and guests, workshops and conferences are examples of events where business meals may be a reasonable expense. Whether meeting on or off campus, the normal guideline for allowability would be the average cost of a comparable meal at a university facility, or from dining services catering.
 - Except under rare circumstances, meals should not exceed the following thresholds (per person) if operating funds are being used, excluding tips and tax:
 - f* Up to \$35 for breakfast or lunch
 - f* Up to \$75 for dinner

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- x Recognizing that departments may hold staff and/or faculty events (inclusive of meetings, retreats, holiday celebrations, and gatherings), one full meal will be reimbursed _____. The reimbursement is capped at a maximum amount of _____ and will be dependent on the availability of funding.

The purchase and use of alcohol places significant legal exposure on the university. Therefore, the use of alcohol for business meals and entertainment is not allowed and the purchase of alcoholic beverages is not reimbursable.

Hotel room charges during approved conferences that require overnight stay will only be reimbursed at the lower

The following incidental expenses will be reimbursed for approved business travel needs:


- x A temporary international voice or data plan added to a personal cell phone (see Section VI)
- x Internet access (e.g., hotel, airline)
- x Passport and visa fees
- x Immunizations and travel related prescriptions

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The following would be considered reasonable and appropriate and can be claimed for reimbursement:

- x Porters/bell person, etc.: \$2 per bag upon check-in/check-out
- x Maid Service: \$2 per day
- x Meals: maximum of 20% (if not included in the charge)
- x Car service: if using a non-contracted service, 15-20% is appropriate

Cash tips over \$50 (not preferred in any circumstance) given to an individual/bus driver, tour guide must have a receipt from a receipt book or a note stating the individual received the amount given with their signature to be considered for reimbursement.


Gifts and flowers to any university employee are not reimbursable, except for the following:

- x Births and adoption
- x Bereavement
- x Retirement
- x Severe illness or surgery

Gifts for the reasons above should not exceed \$85 for full-time employees. Gifts for part-time employees are not

purchase order cannot be used to pay for the expense. Cardholders will be required to follow the Business Cardholder Guidelines as defined on the [Finance & Administration website](#).

If a Pace Credit Card is accidentally used for a personal purchase, the expense must be reconciled, and the university must be reimbursed by check or money order within 10-business days. Please include the report ID and interoffice mail to Regina Beatty, Valhalla, NY.

If a fraudulent charge is made on the Pace Credit Card, please contact Bank of America (BOA) immediately. Please note that all fraudulent charges must be reconciled.



Effective January 15, 2019, Pace University will no longer pay or reimburse employees for cellular services plans on iPads or laptop computers except for specific circumstances approved by EVP/CFO. Employees may add a hotspot to their university-issued cell phone which will provide the same level of functionality and must be approved by a direct supervisor and approved by the dean or area VP.

Cell phones will only be issued to personnel on a case-by-case basis when certain eligibility requirements are met:

must be paid for by the third-party organization or Pace University school, division, or department.

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