

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

The University System of Georgia Foundation, Inc. and its subsidiaries (collectively, the “Foundation”) exists to support the activities of the Regents, Chancellor, System Office and the System-wide initiatives through grants, departmental and discretionary funds (budget unit). All such expenses must be reasonable and consistent with the Foundation’s mission of providing “access to academic excellence and philanthropic giving” and generally cannot be paid by the State. The Foundation is not exempt from sales tax. All Foundation’s related expenses must have applicable state taxes applied.

***Please note** that each division has limited Foundation funds available. Therefore, all Foundation employees should exercise prudence and discretion when using these funds and strive to obtain the maximum ultimate value for each dollar of expenditure.

Acceptable Expenses

These include (but are not limited to):

- Activities for Regents, University System senior staff that foster system-wide academic leadership, development, and teamwork within the system; with closely related philanthropic organizations; and external relations.
- Needs based scholarships for students attending our institutions within the University System.
- Memberships and awards which enhance University System staff development, productivity, and morale in the System Office that may not meet state guidelines or budget constraints.
- Meals, refreshments, and facilities for business meetings that do not meet state meeting guidelines.
- Alcoholic beverages at hospitality events when such beverages are customary and reasonable considering the facts and circumstances of the event.
- Grant expenditures that fall within the guidelines of the signed grant award and budget.
- Modest gifts to dignitaries associated with the University System. These gifts should foster a spirit of collaboration between the University System and its external constituents.
- Travel to/from meetings and activities by Foundation staff or our representative, but not for State/BOR business. Please see the Travel Expense Policy (Exhibit A).
- Expenses other than those listed above or those that may be considered beyond reasonable Foundation expenses must be pre-approved by the CFO of the Foundation.

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

Documentation

All requests for payment or reimbursement must include the following:

- An approved Foundation Payment Request form that states the **amount, detailed description of purchase including who attended, dates**, selected funding source or department and category of expenditure.
- Itemized receipts or invoices for payment.¹

Payment Process

Each budget unit has a designated approver, such as the department head, discretionary account designee or PI, for all Foundation-related expenditures. The approver is responsible for determining:

- If sufficient funds are available and
- If the expenditure qualifies for Foundation reimbursement.

Procedures for disbursements and reimbursements are described below.

To request a REIMBURSEMENT of funds, requestor or assigned staff must:

1. Complete the Foundation Payment Request/CC Purchase Approval Form (Attachment 1).
2. Attach scanned *itemized* receipts to document the expenditure with meeting agenda, noting participants, if applicable. Please include the word REIMBURSE in the detailed description of expenditure field of what you are being reimbursed for and date of activity.
3. Ensure accurate department coding by indicating the appropriate Funding Source.
4. Sign (electronically or manually) the requestor's signature line on the form.
5. Present completed requisition packets to the authorized approver of each budget unit as designated and agreed upon by the Foundation. Approver signs on the department head approval line on the form (electronically or manually).
6. Request the employee to complete electronic payment information - ACH Authorization Form.
7. Submit the completed payment request packet for Foundation approval to Kelly Dudley via DocuSign or scanned as PDF document to usgfap@usg.edu.

¹ **In the case of lost receipts for meals, state per diem rates may be used for meal reimbursements.**

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

To request a PAYMENT from grant/department/discretionary funds to a vendor directly, requestor or assigned staff must:

1. Complete the Foundation Payment Request/CC Purchase Approval Form (Attachment 1).
2. Attach scanned *itemized* invoices to document the expenditure with meeting agenda, noting participants, if applicable. Please complete the detailed description of expenditure field.
3. Ensure accurate department coding by indicating the appropriate Funding Source.
4. Sign (electronically or manually) the requestor's signature line on the form.
8. Present completed requisition packets to the authorized approver of each budget unit as designated and agreed upon by the Foundation. Approver signs on the department head approval line on the form (electronically or manually).
5. Provide a completed w-9 to the Foundation with the request if paying an individual for services >\$600.
6. Request the vendor to complete electronic payment information - ACH Authorization Form.
7. Submit the completed payment request packet, w-9 (if applicable) for Foundation approval to Kelly Dudley via DocuSign or scanned as a PDF document to usgfap@usg.edu.

*Please note: Payments are typically processed by the Foundation within seven (7) business days.

IMPORTANT

All requests for payment or reimbursement must be considered acceptable expenses and **should be submitted with the appropriate signatures and documentation by the 8th business day of the following month.** If a request does not meet Foundation requirements – the expense will be returned to the requestor with a Request for Additional Information Form (Exhibit B).

For questions or additional information, contact:

Kelly Dudley, CFO

Kelly.dudley@usg.edu

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

Exhibit A

Travel Expense Policy

General

Reasonable travel expenses will only be reimbursed when they relate directly to your work in the grant/department/discretionary fund and fall within Foundation guidelines. Expense reports should be submitted after each major trip monthly. A Travel Reimbursement Request Form is available for your convenience (Attachment 2).

All expenses must be evidenced by receipts. The form and receipts should then be emailed to the Foundation at usgfap@usg.edu OR the Foundation's grant PI (if applicable) for reimbursement. The grant PI will assess each consultant's request as to whether an expense is reasonable and appropriate for reimbursement. Consultants can only submit expenses that are allowable by law. Consultants must convert local expense currency to U.S. dollars.

Expenses are reimbursed with the use of charitable funds and must be reasonable and kept to a minimum.

Transportation

- Public transport: The use of public transportation is encouraged when possible.
- Train: Trips on trains will be covered to the maximum of the economy-class fare.
- Airplane: Flights will be covered to the maximum of the economy class fare.
Airline bookings must be made 14 days before departure, unless otherwise unavoidable (i.e., you are requested to fly last minute per the project.)
- By car: The Foundation will reimburse private car usage as specified by the funder or according to the rates publicized by the Internal Revenue Service (www.irs.gov). Reimbursement documents must include a printout of google maps showing the mileage.

Hotels

The Foundation will only cover the costs of medium-priced hotels. Personal expenses, such as movie rentals and any other non-essential expenses will not be reimbursed. If the Foundation is

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

going to be paying for the hotel, governmental rates do not apply. The Foundation is not a state or government entity.

Meals

The Foundation will reimburse the costs of reasonable meals and refreshments, including reasonable alcohol, for consultants when traveling for purposes related to the project and as provided for in a grant's budget.

With permission, a per diem rate may be used instead of reimbursements by receipts. Per Diem will be reimbursed according to the city rates listed on www.gsa.gov under Meals and Incidental Expenses.

Entertaining

Entertaining expenses are generally not covered unless they are approved in advance with your Foundation contact.

Other

Cell phones should be used when making long-distance phone calls from hotels to minimize the cost. Courier services should not be used when regular postal services will suffice. Personal expenses will not be reimbursed. In flight, internet services are generally not covered.

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

Exhibit B

Reimbursement/Payment Request for Additional Information

Your request for payment cannot be processed as submitted and is being returned to you so that you can provide the necessary documentation as applicable.

Please resubmit your request with the items checked:

Department or Discretionary Fund: Please submit an itemized receipt or invoice for payment.

Explanation: _____

Department or Discretionary Fund: Please secure the appropriate signature for approval or provide an email or other materials that document approval.

Explanation: _____

Private Grant Funds: This request falls outside the grant budget guidelines. Please submit approval from the grantor for the expenditure.

Explanation: _____

UNIVERSITY SYSTEM OF GEORGIA FOUNDATION, INC.
Expenditure Policy
Adopted October 2024

This expense does not qualify as a valid expense under the USG Foundation guideline for expenses.

Explanation: _____

If you should have any questions, please feel free to contact Kelly Dudley, CFO at Kelly.dudley@usg.edu.