

Cash Disbursements Policy for Campus

Check requests received by 12 p.m. on Tuesday will usually be available on the following Friday by 2 p.m. Emergency/manual checks may be processed as required on an occasional (nonroutine) basis.

All disbursements must:

- Provide a direct benefit to Wichita State University and abide by Wichita State University Policies and Procedures;
- Be properly reported for tax purposes;
- Be documented for valid business purposes; and
- Be used in compliance with any donor restrictions.

Entertainment, Meals and Hospitality:

Includes expenses associated with attendance at theaters, sporting events, entertaining donors and staff relating to Official Hospitality. Requests for reimbursement must include the following documentation:

- Dollar amount of expenditure;
- Date of activity;
- Place and description of the entertainment or hospitality (if not apparent from the name of the establishment);
- Business purpose for the expense which can be documented with a short description such as “discussed XYZ project”, “staff meeting”, “cultivation”, “stewardship”, etc. is acceptable. Documentation as only “business meeting” is not acceptable;
- Full name and affiliation of the other person(s) in attendance (if a spouse is included, document the bona fide business purpose). Exception: Parties of 30 or more participants do not need to be listed;
- Requests must be approved by the individual’s supervisor (only exception is the President of the University, whose request will be approved by the WSU Foundation and Alumni Engagement President & CEO);
- Receipts (original, scanned, copies) are required for all expenditures totaling \$75 or more;
- Entertainment in a personal residence for non-routine expenses must be documented.

Travel Requests

- Hotel receipts must include the itemized charges.
- WSU Foundation and Alumni Engagement (WSUFAE) will reimburse WSU’s per diem rate or the actual cost for meals including taxes and tips;
- Meals that are reimbursed at actual cost and require receipts for expenditures totaling \$75 or more;
- Requests for more than \$75 without proper documentation of date, dollar amount, attendees and business purpose will require additional written justification;
- State employees cannot be reimbursed by the state for per diem for their expenses and then submit the balance to the WSUFAE. The faculty or staff member can submit the expenses related to

hospitality or entertainment, but cannot include any expenses that have been paid to the faculty or staff member as per diem. The IRS only allows one method of payment per trip for the individual traveling (per diem or actual);

- The standard mileage reimbursement rate will be as approved by the State of Kansas, for business use of a personal automobile.

Other Disbursements

- Tangible gifts for faculty and staff cannot exceed \$40. The only exception is retirement gifts;
- Payments to faculty or staff for awards, bonuses, services, etc., cannot be paid directly to the individual and will only be reimbursed to a state;
- All reimbursements for moving expenses for faculty and staff will be reported to the WSU payroll department for inclusion on employee's Form W-2;
- All payments to students for scholarships or fellowships must flow through Financial Aid;
- Any reimbursements to an individual must be approved by his/her supervisor (only exception is the President of the University, whose request will be approved by the WSU Foundation and Alumni Engagement President & CEO);
- Within reason, flowers are acceptable as an expression of condolence, sympathy, anniversary, birthday, other celebrations, etc.;
- Purchase of tables for other charitable organization events is acceptable.

Expenses that cannot be reimbursed by the WSU Foundation and Alumni Engagement

- Personal Expenses (e.g. meals, room, travel for a spouse or family, or when not for a bona fide business purpose) unless a supervisor's written approval for reimbursement has been obtained in advance and the business purpose has been documented;
- First class airline tickets or Business class airline tickets for domestic travel (unless preapproved because of extenuating circumstances).
- Expenses for liquor (wine or beer is acceptable) for entertaining in a personal residence
- Entertainment in a personal residence (other than the President's home owned by the State of Kansas) for routine expenses (e.g. house cleaning or laundry of table linens).
- Purchase and/or maintenance of equipment located at a home or other off-site location without the express approval of the employee's divisional Vice-President or the President of the University.
- Donations to other charitable organizations unless it is given as an expression of condolence or sympathy.
- Travel advances
- Gift card purchases: Please see WSU Policies and Procedures 13.21/ Gifts to Employees.

Effective Date

Approved June 2013
 October 2017
 October 2019
 February 2021