

Policy Number: 600.2

Policy: Payment or Expense Reimbursement for University Employees by Affiliated Organizations

Effective Date: November 23, 2004

Revision Date: May 16, 2013

Approved by: Vice Chancellor for Administrative Services

POLICY STATEMENT

100.00 Introduction and Purpose:

This Policy addresses Policy 901.14 of the Montana Board of Regents of Higher Education [ITEM 124-110-R0904] and will govern the payments or expense reimbursements to or on behalf of Montana State University Billings' employees or departments by "affiliated foundations and organizations." The purpose of this policy is to establish consistent guidelines for the use of affiliated organizations' funds and to establish the approval process for requesting direct payment or reimbursement from the affiliate.

200.00 Definitions:

For the purpose of this policy, the following definitions apply: "Affiliated Organization," refers to any organization, which has been determined to be a component unit under the criteria established by GASB 39. Affiliated organizations of MSU Billings include, but are not limited to, the Montana State University-Billings Foundation and Yellowstone Public Radio.

300.00 Acceptable Uses of Funds:

University fund controllers will respect their fiduciary and ethical responsibilities to use these funds appropriately and with prudence. University units (department, college, etc.) and employees may seek payments or reimbursement from approved affiliated organizations in accordance with the affiliated organization's spending guidelines and policies. The appropriateness of an expense should be considered before it is incurred and the expense should be consistent with the intent of the donor.

In general, reasonable expenses for travel, meals, lodging, entertainment/hosting or other reasonable expenses directly related to entertaining donors, prospective donors, current or prospective employees, or other guests of the university and/or affiliated organization may be reimbursed if directly related to or associated with the active conduct of the affiliated organization or University business.

301.00 Questionable or Unusual Expenditures:

When the appropriateness of an expenditure is questionable or involves unusual circumstances, it must be approved in advance by the Chancellor of the University and the affiliated organization's CEO. Inappropriate expenses will not be paid or reimbursed.

400.00 Prohibited Use of Funds:

University departments and employees may not receive payments or seek reimbursement for the stated purposes listed in this section from any affiliated organization.

401.00 Salaries/Wage Payments to Employees of University:

No direct payment of salaries or wages will be made by an affiliated organization to faculty, staff, students and/or other full or part-time employees of the University. Appropriate payments to University employees will be processed through the University's payroll system.

Support for compensation, awards, or moving expenses for the University employee may be authorized. However, payment must be processed through the University human resource and payroll offices with the Affiliate transferring funds to the appropriate University account. Any salary support for an employee of the University may not be authorized unless approved in advance by the appropriate Vice Chancellor and processed through the University human resources and payroll offices.

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402.00 Loans:

Individual loans are not allowed. Loans can be made to the University only.

403.00 Fines for Illegal Actions:

Fines or costs of any illegal actions are not allowed. This includes fines for parking or traffic violations or for any other illegal actions.

REFERENCES:

BOR 901.14