POLICY:

I. Personal or Other Expenses:

A. The University Purchasing Manual states that “…purchases for personal use are not allowed.” Personal expenditures are not allowable for reimbursement, regardless of the funding source. Below are some examples that University Business Services considers to be personal or other unallowable departmental expenditures, and as such are not reimbursable.

1. Cash
   a. Cash may not be charged the University Purchasing Card and transferred to a personal One Card.

2. Gifts, Gift Cards or Awards
   a. Given for graduation, birthday, leaving MSU employment, service of work completed, Secretary's Week, awards to students outside the Financial Aid process, weddings, showers, etc.

3. Flowers
   a. Given as a gift, for a funeral, or for office. Purchase of flowers may be allowable if they are business related with approval from University Business Services.

4. Cards
   a. Purchased for greetings, birthday, wedding, "going away" or retirement, funeral, etc

5. Parking Decal and personal fines
   a. Parking Decal is a personal expense as discussed in MSU's Parking Regulations at http://www.msubillings.edu/police/parkinginfo.htm Fines incurred are also considered personal expenses.

   b. The purchase of temporary parking hangtags may be allowed if they are for a visitor from another state agency, candidate for a position, workshop attendees, visiting dignitaries, etc.

6. Graduation Regalia and other clothing (non-uniform)
   a. Graduation regalia-- cap, gown, and hood-- are all personal expenses whether they are for a student or Faculty.

   b. Certain clothing may be purchased if it will be consumed in the course of completing a research
7. Office treats
   a. Purchase of treats for office personnel is not an allowable expenditure.
   b. Retirement, Going Away, or other personal office events.

8. Office Supplies
   a. Coffee, plates, napkins, tissue, etc. Any items consumed by employees is not allowed.

9. Donations
   a. Donations are not allowed to any organization including charitable organizations.
   b. Exceptions are donations from student club accounts.

II. Drugs and Alcohol

   A. Purchase of drugs and alcohol or any substance, material or service, which violates policy, law or regulations pertaining to Montana State University is not allowed with the following exceptions: Drugs may be purchased for medical purposes through the Student Health Service or for a sponsored research project. Alcohol may be purchased for approved events if the Alcohol Request Form has been completed and approved. See the MSU Alcohol Policy.

*** Non-Allowable reimbursements are not limited to this list.