

College of Arts & Sciences
Guidelines for Expenditures

As of 08-17-2020

	Allowable	Unallowable	Notes/Process
Travel, Conferences, Events & Training			
Meetings & Amenities			
Supplies & Services			
Marketing & Advertising			
Consulting			
Other			

Exception/Approval Process:

If seeking an exception or required approval, please first secure your Chair approval via email. If further review/approval is required, forward the Chair's approval and any related documentation to the AD of Finance (Elizabeth Bakanic). The AD will reach out to the SAD for approval and either the AD or SAD will inform the requester of any decisions or further questions. Exceptions to the guidelines above should be rare.

Note: The guidelines above generally apply to any fund type, though exceptions are more likely for fully grant funded expenses.