# College of Arts & Sciences
## Guidelines for Expenditures

**As of 10-18-2021**

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Unallowable</th>
<th>Notes/Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td>Generally allowable. Business Manager and Chair/Director approval required. Dual approval through Concur for faculty and staff. Approval through RASR for students and non-affiliates still required on non-grant funded travel.</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>International travel please see guidelines here UNC International Travel Guidelines. Once approved centrally, would still need the RASR and Concur approval process referenced above.</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Business Manager and Chair/Director approval (subject to travel restrictions above).</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Automatically approved per memo.</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Business Manager and Chair/Director approval (subject to travel restrictions above)</td>
</tr>
</tbody>
</table>

### Travel
- **Domestic**
- **International**
- Conference/Event Registration (with overnight and/or airfare)
- Conference/Event Registration (no overnight or airfare)
- Continuing Education or Professional Development
- Licenses & Dues

### Meetings & Amenities
- Office parties, holiday events, retirement parties, other celebrations
- Gifts for retirements/deaths/births/etc.
- Entertainment, space rental, etc.
- Meals for Student Events
- Meals for Faculty/Staff Events
- Meals for Donors/Boards

### Supplies & Services
- Office Supplies and Equipment
- Technology for instruction
- Furniture purchases (non-capital projects)
- Computers/Pads/Cell Phones/Tablets
- New MCDs
- Home internet service
- Vehicle leases/purchases
- Apparel Purchases
- CPE (not supplied centrally)

### Marketing & Advertising
- Marketing and Advertising
- Web Development
- Logo / promotional items

### Consulting
- Consulting Engagements
- Third Party Service Contracts
- Honorariums

### Other
- Research Expenditures (non-capital improvements)
- Cash advances
- P-card Expenditures exceeding individual purchasing limits
- Any purchase, contract, or capital improvement greater than $50,000

### 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) and your SAD. They will review, ask questions, and will inform the requester of any decision.
- Exceptions to the guidelines above should be rare.

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