

Quick Reference Guide of Spending Rules by Fund Source

	State Funds	Institutional Trust Funds			
		Contracts & Grants Funds	Auxiliary & Int. Service Funds	Other Inst. Trust Funds	Discretionary Funds
Moving expenses	Yes ¹	No	Yes ¹	Yes ¹	Yes ¹
Travel reimbursements	Yes	Yes	Yes	Yes	Yes
Membership dues	Yes ²	No	Yes	Yes	Yes
Passports & Visas	Yes	No	Yes	Yes	Yes
Employee awards	Yes ³	No	Yes	Yes	Yes
Immigration and Naturalization Service (INS) fees	Yes	No	Yes	Yes	Yes
Food & Refreshments (non-travel related)	No	No	Yes	Yes	Yes
Financial aid/scholarships to students	Yes ⁴	Yes	Yes	Yes	No
Promotional items of nominal value	Yes	No	Yes	Yes	Yes
Alcoholic beverages & set-ups	No	No	No	No	Yes
Medications and/or medical supplies for personal use	No	No	No	No	No
Microwave ovens, refrigerators, coffee pots	No	No	Yes ⁵	Yes ⁵	Yes ⁵
Framed artwork or diplomas	No	No	Yes ⁵	Yes ⁵	Yes ⁵
Party items or decorations	No	No	No	No	Yes
Gifts, flowers/plants, cards	No	No	No	No	Yes
Personal clothing with University logo	No	No	Yes	Yes	Yes
Personal clothing	No	No	No	No	No
Other items for personal use	No	No	No	No	No

- This Quick Reference Guide reflects the rules that generally apply in the **majority** of situations (80% plus). It is NOT all inclusive.
- A **YES** may require: Specific Criteria to be met, adherence to Restrictions, appropriate Documentation, Authorization and Approvals.
- For **NO**, authorized exceptions for specific situations may exist.
- The User of this Quick Reference Guide should always research the Spending Guidelines Document in its entirety, as well as the applicable policies and procedures, before making a final determination of appropriate spending from the various fund sources.
- If your research fails to resolve your spending question, please contact the appropriate Budget Office as listed in the [Funding Source Contacts](#) for further discussion and resolution of your question.