



SUNY Ulster Board Policy Manual

Policy Section 7 Budget Review and Approval

Policy Section 7.1 Revenues

Policy Section 7.1.1 Capital Chargebacks

Approval Date: August 31, 1966

WHEREAS effective statutes now enable chargebacks to counties of residence to non-resident students of a share of the capital costs of a community college incurred to provide facilities in which such non-resident students can be accommodated, now, therefore, be it

RESOLVED that, effective September 1, 1966, appropriate chargebacks for capital construction costs be made to the county of residence for full and part-time students who present to the college a valid certificate of residency.

WHEREAS effective statutes now enable chargebacks to counties of residence of non-resident students of an allocable portion of the local sponsor's share of the operating costs of the community college attributable to such non-resident students, and

WHEREAS it has now been determined that such chargebacks may be made for part-time non-resident students who present a valid certificate of residency, now, therefore, be it

RESOLVED that, effective September 1, 1966, appropriate chargebacks for operating costs be made to the county of residence of part-time students who present to the college a valid certificate of residency.

Adopted August 31, 1966 (66-8-46)



Policy Section 7.1.2 Operating Chargebacks

Approval Date: August 31, 1966

WHEREAS effective statutes now enable chargebacks to counties of residence of non-resident students of an allocable portion of the local sponsor's share of the operating costs of the community college attributable to such non-resident students, and

WHEREAS it has now been determined that such chargebacks may be made for part time non-resident students who present a valid certificate of residency, now, therefore, be it

RESOLVED that, effective September 1, 1966, appropriate chargebacks for costs be made to the county of residence of part time students who present to the college a valid certificate of residency.

Adopted August 31, 1966 (66-8-47)



Policy Section 7.2 Expenditures



Policy Section 7.2.2 Meals and Refreshment Expense Policy

Approval Date: April 21, 2009

WHEREAS, SUNY Community College Regulations list specific operating expenses which are allowable for State aid and support by student tuition revenues, and

WHEREAS, expenses relating to refreshments, luncheons and dinners for the purpose of conducting official college business are listed as allowable in the Regulations, and

WHEREAS, the SUNY Community College Regulations also list specific operating expenses that are not allowable for State aid and support by student tuition revenues, and

WHEREAS, costs of food, beverages and entertainment for college social functions are listed as not allowable in the Regulations, therefore be it hereby

RESOLVED, the College will pay for or reimburse a business meal or refreshment expense when it is deemed to be necessary, reasonable, and appropriate by the President, a dean, director, department head or designee as stated in SUNY Community College Regulations, and be it

RESOLVED, for all business meal or refreshment expenses anticipated to be more than \$75 a requisition following the College's Purchasing and Procurement Policy must be completed in advance of the event and include the business purpose of the meeting, the approximate number of people anticipated to be in attendance and their relationship to the College, and be it further

RESOLVED, the College will follow the meal allowances provided in the CSEA contract for Ulster County, which include a maximum reimbursable daily meal allowance for employees traveling on approved College business, (currently at \$7 maximum for Breakfast, \$13 maximum for Lunch, and \$20 maximum for dinner, or, if traveling out of Ulster County for an overnight conference a \$40 meal allowance per diem without receipts will be provided, subject to departure and arrival times), and be it further

RESOLVED, that those traveling to major metropolitan areas (i.e. New York City, Washington D.C., Los Angeles etc.) may request meal allowances at double the per diem rate (\$14 maximum for Breakfast, \$26 maximum for Lunch, and \$40

maximum for dinner.), and be it further

RESOLVED, for business meal and refreshment expenses less than \$75, reimbursement is provided through petty cash and requires original, itemized receipts, and furthermore be it

RESOLVED, a Request for Meals or Refreshment Expenses form must be completed and include the following documentation or the College may consider the acquisition effort null and void and decline to pay or reimburse any invoice that might be issued:

- A completed department budget number;
- The name and signature of the person submitting the charge request;
- The business purpose involved with the meal;
- The time, place and itemized expenses related to the business meal (a credit card receipt or monthly statement alone is not adequate); and
- Complete list of attendees, itemizing full names and if they are a staff or faculty member, student or guest,

and be it further

RESOLVED that no reimbursement will be made for payment of New York State sales tax.

Adopted April 21, 2009 (09-4-44)

Amended May 2009 (09-5-70)

Amended October 21, 2014 (14-10-147)