7 CHAPTER: AUTHORIZED EXPENSES

7.1 Copying Procedures

Personal Copies

No personal copying for individuals not housed in the Lawson or Haas buildings.

Procedures

- For copies of 300 pages or more, allow at least 48 hours.
- Pickup time by Printing Services for the LWSN building should be arranged through the copying operator.
- Any copying job submitted after 4:30 p.m. might not be completed until the next day. This may mean that jobs submitted late on Friday afternoon might not get done until Monday morning.
- There is no guarantee that last minute orders will be completed by the time requested.
- Books: Copying will not be allowed if there is any question about copyright violations.

7.2 Telephone Calls

The department provides a single, university-standard phone line with voice mail and hand-free options for each faculty office. Additional phone lines must be charged to an appropriate, non-department account. The department, however, upon request will provide headsets.

1. **Personal calls**. Personal long distance calls cannot be charged to the university, but may be placed from university telephones, provided they are made collect or charged to a personal calling card.
2. **Collect calls**. No one is authorized to accept a collect call unless the Purdue operator, who must obtain a departmental account number for billing purposes, extends the call. If a call should come directly into a Purdue station, the call should be returned to the Purdue operator (flash, touch "O") so the appropriate account can be assigned and the billing passed to the long distance operator. This is the only method that will enable proper charges.
3. **Research related calls**. You should get a MERS number through the business office for the grant being used and use it for such calls.
4. **Calls from home.** You should not use the Purdue credit card for business calls from home. Please call the Purdue operator, give your MERS number and place the call through Purdue.

7.3 Mailing Procedures

1. Make sure the person sending mail has his/her name on the return address section of envelope.
2. Please specify what rate you wish your mail to be sent. If you do not specify a rate, mail will be sent first class for U.S. and airmail for overseas. Large or heavy items such as books, technical reports, etc., will be sent book rate (fourth class) for U.S., and AO (air other) rate for overseas mail.
3. Mail brought in before noon will be sent out the same day. Any mail metered after 12:00 noon will be dated and sent out the following day.
4. Except for large bulk mailings, all mail on Friday is taken to a mailbox at 4:30 p.m. Please have all mail submitted by 3:30 p.m. if you wish to have it taken to a mailbox.
5. All large and/or bulk mailings should be brought in **before** 12:00 noon on Fridays. If these mailings must go out **after** 12:00 noon on Friday, be prepared to take these to the post office yourself. No large, personal packages will be taken on Friday afternoons.
6. **FAX** messages will be charged to the departmental funds unless they are research related. If so, please provide appropriate MERS number.
7. **Federal express** packages will be charged to the departmental funds unless they are research related. If so, please provide appropriate account to be charged at time of request. Blanket authorization is given for grant proposals and fellowship nominations to be sent at the expense of the department. All other materials being charged to the department should be related to teaching or other departmental business or should have prior approval. To ensure Federal Express packages go out the same day, packages will need to be in the mailroom by noon and 3:15 p.m., respectively.

7.4 Meals for CS Colloquium Speakers

The following guidelines apply to lunches and dinners paid from departmental funds. The Department Head must approve exceptions in advance. It is the responsibility of a visitor's host to (a) make arrangements for meals, and (b) see that these guidelines are followed. Note that meals *can be paid* from regular university funds, excluding government or industrial contracts. If you have a special situation of any kind, please make arrangements *in advance* with the business office.

The university's hospitality policy can be found at http://www.purdue.edu/policies/pages/finances/ii_1_1_print.html.

The department has a PRF and PU credit card that can be used for meals. Stop by the Business Office and pick up the card when you are ready to go out. You will need to sign out the card and return it the same day, along with an itemized receipt and the purpose (example: faculty candidate).

The term *visitor* is used for anyone from off-campus who is a scientific colleague, whether from academia, government, or industry. It does not include salesmen, publisher representatives, or Purdue employees. Note also that government employees are strictly forbidden from receiving free meals. All do not strictly adhere to this rule; be cautious, especially when dealing with representatives of government funding agencies.

The authorized amounts listed below include the visitor. The department does not reimburse, from departmental funds, visitors who do not give a colloquium. Overruns are to be paid personally, and any exceptions must be authorized *in advance*.

AUTHORIZED AMOUNT			
	Category	Lunches	Dinners
1.	Distinguished lecturers ($15 per lunch)	$90(6)	$240
2.	Regular colloquia	$60(4)	$125
3.	Interviewee	$60(4)	$160

7.5 Moving Expenses

The actual mechanics for reimbursement are complex, so we (a) list 5 items that most often cause difficulty, and (b) link to the official university guidelines used by the business office in processing claims. Note that Purdue's intent is to pay only for moving normal household goods (no boats, etc.).

- **Receipts**: Get the most "official" looking piece of paper possible.
- **Being economical**: Do not assume that saving money on moving will be allowed.

EXAMPLES:

1. You rent your cousin's truck for half the cost of a U-Haul or Ryder truck. You could have trouble being reimbursed, even if you have written estimates from U-Haul, Ryder, and your cousin.
2. You pull a trailer across the country for six days (costs = $200 trailer + $250 motels + $240 food + $360 gasoline = $1,050) instead of driving three days and using a moving company (costs = $100 motel + $120 food + $240 gasoline + $3,000 moving company = $3460). You will probably be reimbursed $200 the first way and $3,000 the second way.
3. You store your furniture in a "Storage Inn" for three weeks (cost = $48) and then share a moving truck with a friend who is also moving from Los Angeles to West Lafayette (savings = $325). You are unlikely to be reimbursed for the $48 Storage Inn rental.

Unusual Items: Reimbursements tend to be made for items from a (short) list of "allowable" items. Costs that may be absolutely essential to the move might be disallowed. Costs that are unusual or events from which you have no control over, (such as the following examples), occur rather often and are usually not reimbursable. If one of your expenses is not obviously implied by the university's official document as being covered, check to see if you will be reimbursed.

EXAMPLE: A plumber is required to disconnect your washing machine from the faucets because of rust.

Moving Allowance Limit: The fact that you have spent much less than the limit allowed does not mean that any less stringent procedure will be used in your reimbursement.

The employments offer letter uses this statement

> "*We will arrange to reimburse you or pay the moving company directly for your expenses in moving your normal household goods from XXXX to West Lafayette up to a limit of $YYYY. Please request guidelines and procedures for moving expenses before making final arrangements.*"

to suggest that (a) only belongings are moved, and (b) there are various rules and regulations to be taken into account.

The following is a complete quote of the guidelines that the business office will use in processing a claim. Deviations from these guidelines require written approval in advance.

Payment of Personal Moving Expenses

See the University Moving Expense Reimbursement Policy, Procedure, and Discount Options:

http://www.purdue.edu/policies/pages/human_resources/iv_5_6.html#rel_doc

7.6 Department Signature Authority

Department Head: Authorized to sign all forms.

Associate Department Head or designated member of the Executive Committee: Authorized to sign all forms.

Assistant Head: Authorized to sign all forms.

Assistant to the Department Head: Authorized to sign all forms. Generally used only in absence of Department Head, except for matters relating to students, graduate school, registrar, etc.

Business Manager: Authorized to sign for the Department Head all forms relating to business and financial affairs of the department with amounts less than $10,000. Comptroller can sign up to 50K.

Facilities Manager: Authorized to sign purchase requisitions up to $10,000, invoice vouchers, property accounting, change of status of equipment, and permission to take equipment off campus.

Business Office Clerks: Authorized to sign the following with amounts from $500 to $2,500. Purchase office supplies, printing services, university vehicle form, parking permit applications, time cards, audio-visual forms, and payroll in absence of Business Manager.

Administrative Assistant to the Department Head: Authorized to sign the following with amounts up to $250 (purchase office supplies), printing services, university vehicle form, parking permit applications, time cards, audio-visual forms.

Building Deputy: Authorized to sign the following with amounts up to $250: purchase office supplies, printing services, university vehicle form, parking permit applications, time cards, property accounting, audio-visual forms, repairs on building, make keys, etc., telephone order/repair.

Mail Clerk: Authorized to sign the following with amounts up to $250: purchase office supplies, printing services, audio-visual forms.

7.7 Visiting Scholar Expenses

This policy states who pays for special expenses of Visiting Scholars. Our offer letter says they will be provided with an office, normal secretarial service, and access to a computer. "*Normal*" means typing business letters, mailing business letters, ordinary business related copying, basic office supplies, and similar services. Not included are:

- Long distance calls and FAXes (off campus).
- Mailing large packages.
- Extensive copying (printing services).
- Copy cards (library).
- Federal express.
- Heavy duty computing.
- Travel.
- Expenses similar to those listed here.

The host of the Visiting Scholar is responsible for these expenses, in that they are to be paid by the host's funds (e.g., government contracts if activity benefits project, gift funds, and seed funds).

7.8 Department Charge Card

Procurement Card: The University now has the capability to use charge cards in the procurement of supplies. You may obtain this card from the business office. You will be required to sign it out and return it on the same day. The department card has a transaction limit of $250. If you intend to purchase items from the same vendor that exceeds this $250 limit, the charge card is not the mode of purchase that should be used. Purdue policy prohibits requesting the vendor to charge the purchase as 2 separate transactions in order to surpass the transaction limit. When you return the card to the business office, you need to provide the receipt for items purchased and the appropriate account to be charged. Please remind vendors that Purdue is tax exempt so sales tax should not be charged.