



## Off-Campus Expense Management Guidelines

### 1. **Purchasing in Advance:**

Every effort should be made to purchase some items in advance. This would include such items as:

- Registration Fees
- Tickets
- Transportation
- Vehicle leases

The normal requisition process would be used to secure these purchases from your club, activity, athletic, or Foundation fundraising cost center.

### 2. **Reimbursed Purchases:**

Expenses during the event such as food and gas are not usually arranged for in advance. The staff member coordinating the event should purchase the items using their own credit card and then seek employee reimbursement after the event. A requisition should be submitted in advance with the club sponsor as the vendor for a rough estimate of food and gas that is expected to be spent.

### 3. **Food Allowance:**

The daily food rate for students and staff is \$7.00 per meal per day.

### 4. **Requisitions:**

Athletic, club, and activity advisors should work with the Dean of Student Services, Director of Athletics and Intramurals, or the Assistant to the Director of Athletics and Intramurals for assistance in securing purchase requisitions.