

3359-31-06 Business-related expenses.

(A) Overview.

- (1) This rule is intended to provide direction to employees with regard to the manner and extent to which the university may expend resources for the purposes of business meals and hospitality. For the purposes of this rule, a term employee refers to university of Akron faculty, staff and professional staff. This rule also applies to anyone conducting university business, including students. All employees shall adhere to this rule and shall submit for reimbursement only those expenses eligible



- (2) University employees shall carefully read and follow the details regarding each account type when expending the account funds and shall expend the funds in accordance with the vice president for finance and administration and chief financial officer's chart for allowable university business-related expenses. Funds included in standard university accounts are provided and described in paragraph (F) of this rule. The university of Akron foundati





foundation and/or the university of Akron research foundation with only a broad restriction that they be used to benefit the university of Akron or that particular area within the university. The supervisor's approval certifies that the fund being used has been designated a discretionary fund by the donor.

- (3) Amounts expended from discretionary funds for the purchase of alcohol must be reasonable. For purposes of this rule, "reasonable" is defined as no more than twenty-five dollars per person, excluding taxes and tip.
- (4) Alcohol purchased for resale by areas with liquor permits or for medical or other research use is not subject to this rule. Reimbursement or payment for the costs of alcoholic beverages on sponsored projects is prohibited.

Effective: 10/14/2023

Certification:

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M. Celeste Cook  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 08/30/2009, 01/31/2015, 12/22/2019