



**2024-12-06\_01: Adoption of the CCSU Foundation, Inc. Expense Reimbursement Policy**

**BACKGROUND:** The CCSU Foundation, Inc. (“Foundation”) is committed to maintaining financial integrity and compliance with applicable laws, regulations, and policies. This policy outlines the requirements and procedures for expense reimbursement to ensure that funds are expended in furtherance of Central Connecticut State University’s (“University”) mission, in compliance with Connecticut General Statutes, applicable federal tax laws, and University policies.

**WHEREAS:** Committee members, the Foundation legal advisor, the University legal counsel, and CCSU Foundation Staff have reviewed and presented the completed documentation for approval.

**NOW THEREFORE,** be it resolved that the CCSU Foundation Board motions to accept the adoption of the Policy for Expense Reimbursement Policy.

*Ululy Martinez*

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**Board of Directors- Chair**  
Ululy Martinez

**Dec 6, 2024**

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Date of Approval

*Jennifer Destefani*

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**Board of Directors- Executive Director**  
Jen Destefani

**Dec 6, 2024**

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Date of Approval



## **CCSU Foundation, Inc. Expense Reimbursement Policy**

### **Purpose**

The CCSU Foundation, Inc. ("Foundation") is committed to maintaining financial integrity and compliance with applicable laws, regulations, and policies. This policy outlines the requirements and procedures for expense reimbursement to ensure that funds are expended in furtherance of Central Connecticut State University's ("University") mission, in compliance with Connecticut General Statutes, applicable federal tax laws, and University policies.

### **Scope**

This policy applies to all reimbursement requests submitted by University employees for expenses incurred on behalf of or in furtherance of the Foundation's mission to support the University.

### **A. Policy Statement**

#### **1. Authorization and Approval**

- a. No University employee shall receive a salary, fee, loan, compensation, or other thing of value, or withdraw funds from the Foundation without the written approval of the University President or their designee.
- b. The designee must:
  - i. Be free from conflicts of interest.
  - ii. Approve reimbursements under the authority of the University President.
- c. All approvals must be documented in writing.

#### **2. Compliance with Laws and Regulations**

- a. All expense reimbursements must comply with:
  - i. Connecticut General Statute § 4-37i.
  - ii. Internal Revenue Code Section 501(c)(3), ensuring expenses further the Foundation's tax-exempt purpose.
  - iii. Applicable University policies, including collective bargaining agreements, the Code of Ethics for State Employees, and procurement

policies.

### **3. Fair Market Value**

- a. Reimbursements must not exceed the fair market value of services or goods received.
- b. The reimbursement must align with the Foundation's mission to support the University's educational objectives.

### **4. Documentation Requirements**

- a. Requests for reimbursement must be submitted with:
  - i. A completed CCSU Foundation, Inc. Disbursement Order
  - ii. Detailed receipts or invoices.
  - iii. A completed CCSU Foundation, Inc. Expense Report specifying the purpose and benefit of the expense to the University.
  - iv. Written pre-approval documentation, where applicable.

### **5. Alcohol**

- a. It is against CENTRAL policy (per state regulation) to purchase or reimburse external purchases of alcohol. In some instances, the Foundation may pay for alcohol expenses.
- b. An event is defined as an organized gathering including internal and/or external constituents.
- c. Any event (on or off campus) must adhere to and be approved according to the CENTRAL Drug-Free Workplace Policy
- d. An on-campus CENTRAL event must use CENTRAL's current food service provider and the alcohol purchase must be made directly through them because they hold a liquor license. A waiver will need to be obtained from the current food service provider if there is a desire to use another vendor. Regardless of the vendor, the vendor must provide the liquor license and proof of insurance.
- e. For off-campus CENTRAL events, alcohol service must be managed through one of two options: a cash bar or direct payment by the Foundation to the venue. If the Foundation is to make payment, the Foundation must be a named insured on a separate insurance rider covering the event. In order to provide adequate time for the Foundation to obtain the rider, the event details must be submitted to the Foundation no less than 30 days prior to the event. Failure to provide sufficient notice may result in the Foundation declining reimbursement or payment of alcohol expenses.

- f. Any employee engaging in CENTRAL business that requests reimbursement for alcohol expenses, shall have notified the Foundation's Executive Director for prior approval. In some extenuating circumstances, prior approval may not be feasible but prior approval should always be attempted when the event is planned in advance. Only reasonable expenses will be reimbursed.
- g. Itemized receipts and/or invoices are required from the vendor totaling the requested reimbursement amount.

## **6. Prohibited Reimbursements**

- a. The Foundation will not reimburse:
  - i. Personal expenses not related to the University's mission.
  - ii. Expenses that violate state or federal law, University policies, or Foundation guidelines.
  - iii. Expenses incurred without prior approval when such approval is required.

## **B. Procedure**

### **1. Submission of Reimbursement Requests**

- a. Employees must complete and submit the Foundation's Disbursement Order within 30 days of incurring the expense.
- b. Requests must include the CCSU Foundation fund that shall be charged, all supporting documentation and the signature of the Foundation fund administrator.

### **2. Approval Process**

- a. Reimbursement requests are reviewed by the Foundation's Business Office for compliance with this policy and applicable laws.
- b. Approved requests are forwarded to the University President or their designee for final authorization, if required.

### **3. Disbursement of Funds**

- a. Once authorized, reimbursements will be processed by the Foundation within 15 business days.
- b. Disbursements will be made via direct deposit or check payable to the employee.

## **C. Responsibilities**

- 1. **Employees** are responsible for:

- a. Ensuring expenses are reasonable, necessary, and compliant with this policy.
- b. Providing accurate documentation for reimbursement requests.

2. **Foundation's Business Office** is responsible for:

- a. Reviewing reimbursement requests for compliance.
- b. Maintaining records of all reimbursements.

3. **University President or Designee** is responsible for:

- a. Providing final approval for all reimbursements.
- b. Ensuring compliance with all applicable laws and policies.

**D. Non-Compliance**

- a. Failure to comply with this policy may result in:
  - i. Denial of reimbursement;
  - ii. Reporting of violations to the appropriate University or state authorities; and/or
  - iii. Disciplinary action consistent with University policies and state law.

**E. Policy Review and Updates**

The Foundation reserves the right to update this policy to remain compliant with changes in applicable laws and regulations. This policy will be reviewed periodically by the Foundation's Board of Directors in collaboration with the University.

**F. Acknowledgment**

All University employees requesting reimbursement from the Foundation must acknowledge that they have received, understood, and agree to comply with this policy.

**G. Effective Date**

This policy is effective immediately upon adoption by the Foundation's Board of Directors.