

CAH FOUNDATION POLICY

All Foundation Payment Authorizations and Scholarship forms must be completed in accordance with all university policies, state and federal regulations, as well as within UCF Foundation policies. For more information refer to:

<http://policies.ucf.edu>

<https://www.ucffoundation.org/page.aspx?pid=655>

Per Foundation: They will not accept travel reimbursement requests 60 days past the travel end date for reimbursement directly to individuals from Foundation. UCF Foundation will no longer accept payment requests to individuals and Finance & Accounting past 90 days.

- Reimbursement Requests to individuals and Finance & Accounting will be returned to the department.

If a Foundation reimbursement is to a UCF employee, and is under \$25.00, please hold the reimbursement until the employee reimbursement total accumulates to over \$25.00. However, if you are **100%** certain there will be no additional reimbursements to said employee for the remainder of the fiscal year, you may submit immediately.

- Your unit will not be penalized if this type of reimbursement goes past the 90-day rule
- This does not apply to paying a payee or reimbursement back to UCF F&A

Itemized original receipts are required to go with meal reimbursements, along with the pay stub (*if the pay stub information is not on the itemized receipt*).

The College of Arts & Humanities' Foundation procedures must also be followed.

CAH PROCEDURES FOR FOUNDATION

All completed Foundation Payment Authorizations and Scholarship forms are to be sent to Denise Matias, Accountant III, in the CAH Dean's Office for review. Forms will be provided to the Dean or his Designee, for review and signature. Approved forms will be hand delivered to Foundation for processing.

Authorizers, including Chairs, Dean Moore, Executive Associate Dean Lyman Brodie and Associate Dean Lynn Hepner, retain the right to not authorize expenses that they have not pre-approved. All payments are subject to review, and reimbursements are not guaranteed.

Monthly Foundation report information will be placed on the collaboration drive for the staff member(s) responsible for tracking Foundation accounts for their specific CAH unit who do not have access to Financial Edge.

CAH Units with access to the Financial Edge system, are to run their own monthly foundation activity report and summary report. The report(s) are to be saved under the CAH shared drive>Collaboration>"Unit">20XX-XX>Foundation.

When deposits are made to Foundation, email a copy of the transmittal to Denise.Matias@ucf.edu for tracking purposes. Please do not email checks with transmittal form.

Per the Dean:

A tip over 25% of the meal cost (without tax) will not be approved. Any meal in excess of \$50 inclusive of tax and tip per attendee will not be approved.

Flowers or other expenses incurred for a UCF student's family member who has passed away, or is ill, is not a permissible reimbursement through Foundation.

Flowers may be purchased and reimbursed through Foundation for a UCF employee's spouse, parent(s), sibling(s) and children only. Please note there is a \$90 maximum purchase for flowers with shipping excluded in the price.

Travel can be reimbursed through foundation. CAH prefers the funds to first process through the unit. Once the traveler's F&A reimbursement voucher (RV) charges have been paid, a Foundation PA can be created to reimburse the unit. However, if airfare and/or registration were paid by PCard, please keep the 90-day rule in mind.

For 90 day: If needed, a foundation PA has to be created to reimburse back the area. Provide copies of receipts and note on the Foundation PA travel RV will process once the travel is completed and reimbursement (if applicable) has been processed.

Helpful Foundation information can be found on the College's file server under STAFF-RESOURCES>Budget>Foundation.

For questions in regards to foundation reimbursements please contact Denise Matias at the Dean's office.