

Special Expense Examples (updated 07-12-2013)

❖ Give-Aways/Door Prizes

Give-aways are appropriate for consideration when the intended audience is comprised of prospective students, current students, or community members. Give-aways and door prizes are not appropriate for faculty and staff.

❖ Survey Incentives

Incentives are appropriate for prospective students, current students or community members (for example, employers who work with Career Services). Incentives are not appropriate for faculty and staff.

❖ Orientation Meals

Faculty and staff who participate in Orientation meals would require an approved special expense in advance.

❖ Program Meals (examples - Upward Bound, AAR, Campus Previews)

SD&E offers a number of programs where staff need to be present for meals. Upward Bound and AAR lunches are examples of appropriate functions for which a special expense request would be approved.

❖ Meals Meeting and Training

There will be rare occasions for these to be approved for faculty and staff. Approvals will adhere to MnSCU Policy and Procedure. Advisory Board meals will be approved if the majority of participants are students and/or community members (individuals external to BSU).

❖ Retention Activities That Include Meals (Recognition, Mentoring)

Examples of these activities include the American Indian Students end-of-year banquet where academic achievement is celebrated and the Residential Life student/staff end-of-year banquet.