

## Process for and Summary of Expenditure & Travel Policies where “Dean’s Approval” is required

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**Process:** Expenditure and travel requests requiring “Dean’s Approval” per University policy are facilitated through the College Office of Finance & Business Services and can be sent to the attention of Linda Krauss (149 Arps Hall). Unit signature authority should be followed before submitting the request for the dean’s approval.

**Turnaround:** Typically 2-3 business days – unit fiscal officer will receive a copy of the dean’s approval and should maintain the approval for audit purposes.

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### \* **University Policy**    ^ **College Policy**

#### \* **Alcohol**

- Alcohol purchases (must be charged to discretionary funds)

#### ^ **Cellular Phones**

- University provide cellular equipment and service is *pre-approved* by Dean in accordance with the College Cellular Phone Policy Administration Guidance <http://ehe.osu.edu/admin/business/downloads/ehe-cell-phone-policy-administration-guidance.pdf>
- Once approved, each June for continued participation in the College taxable cell phone allowance program, documentation of the business need for a cellular phone is needed.

#### \* **Employee Recognition**

- Award programs [http://www.busfin.ohio-state.edu/FileStore/PDFs/411\\_Expenditures.pdf](http://www.busfin.ohio-state.edu/FileStore/PDFs/411_Expenditures.pdf)

#### \* **Entertainment**

- All entertainment expenditures.
- Meal and entertainment expenditures in excess of \$200 a person (including alcohol and excluding tips)

#### \* **Meals**

- Business Meals  
Any deviation from policy requires documented *pre-approval*.

#### \* **Rewards & Recognition**

- Cash and non-cash rewards/recognitions totaling \$101-\$1000.
- Cash and non-cash rewards/recognitions totaling over \$1000 also require approval by Human Resources.

#### \* **Spouses, Partners & Guests**

- Such expenditures require written documentation of business purpose are subject to approval by the Dean and may include meal and entertainment expenses for attendance at employee recognition events, participation in recruiting, fundraising, promotion of University or attendance at football bowl or NCAA tournament games as a member of the University’s “official party.”

#### \* **Exceptions to policy**

- All

#### \* **Other Deviations to the Expenditure or Travel policies**

#### ^ **Furniture/Equipment purchases => \$10,000**

- When not previously approved by the Dean on an OSP project budget.

### **Guiding Policies**

OSU Expenditure Policies 4.11 <http://www.osu.edu/policies/one355>

OSU Travel Policy 2.11 [http://www.busfin.ohio-state.edu/FileStore/PDFs/211\\_Travel.pdf](http://www.busfin.ohio-state.edu/FileStore/PDFs/211_Travel.pdf)