

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, the term employee refers to university of Akron faculty, staff and [professional staff](#)~~contract professionals~~. 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

website].

Additionally, business meals almost always need to include non-university personnel to be considered business-related. Non-university personnel include individuals that are not employed by the university, such as:

- (i) Candidates for employment;
- (ii) Colleagues from other highe

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 foundation accounts must also follow the rules provided in the vice president for finance and administration and chief financial officer's chart for allowable university business-related expenses.

(E) Unallowable funds for business-related expenses.

The following funds shall not be used for business-related expenses:

- (1) Specialized 2xxxxx speedtypes - These funds shall not be used for business-related expenses. These funds are allocated for a specific purpose within the general fund. Expenditures from these funds are restricted to the purpose of the account. This includes, but is not limited to, fees (course fees or technology fees), faculty research grant accounts, start up accounts, and departmental cost sharing.
- (2) Plant funds - These resources shall not be used for any type of business-related expenses. This includes all 7xxxxx speedtypes.

(F) Accounts.

(1) Standard university accounts.

- (a) Standard university accounts are described in this paragraph. These accounts shall follow the standard university accounts rules in the vice president for finance and administration and chief financial officer's chart for allowable university business-related expenses. The description for each account should be carefully read and the details regarding each account type shall be followed when expending the account's funds.
 - (i) General operating accounts. These resources are provided to the university primarily through student tuition and the state share of instruction (i.e., funded by the taxpayers of the state of Ohio). This includes most 2xxxxx speedtypes.

Effective: ~~12/22/2019~~[10/14/2023](#)

Certification:

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](#)