



University Administrative Policies  
Policy Name: Presidential Business, Travel and Entertainment Expenses  
Policy Number 13-0001; Web Link:

<b>Responsible Office:</b> Office of the President <b>Responsible Official:</b> Chair, Board of Trustees	<b>Originator of the Policy:</b> Patricia Maguire Meservey, President <b>Origination Date:</b> September 9, 2013	<b>Effective Date:</b> October 8, 2013 <b>Revision History:</b> N/A
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## 1. RATIONALE

To provide the proper and appropriate stewardship of the university's resources regarding presidential business, travel and entertainment expenses in a manner that meets the requirements of the Commonwealth and the institution.

## 2. STATEMENT OF POLICY

### Establishment

Salem State University hereby establishes this Policy on Presidential Business, Travel and Entertainment to:

- A. Prescribe a uniform procedure for the expenditure of funds for business, travel, and entertainment as part of the university president's responsibility;
- B. Ensure that all such expenditures are reasonable and done in a manner that is consistent with the requirements of the Commonwealth and the institution;
- C. Provide for a regular review of those expenditures by the chair of the Board of Trustees;
- D. Allow for an annual report of presidential expenditures, including the purpose, location, and amount of each expenditure, at the end of the fiscal year.

## 3. SCOPE

This policy shall apply exclusively to the university president.

#### 4. FISCAL CONSIDERATIONS

	<b>Direct Costs / Savings / Revenue Generation</b>	<b>Indirect Costs / Savings / Revenue Generation</b>
<b>Initial Implementation</b>	None	None
<b>Ongoing</b>	None	None

#### 5. DEFINITIONS

Entertainment	Expenditures for advancing the position of the university or raising donations for the university.
Requirements of the Commonwealth	Procurement Card Procedures Manual and the university's travel policy should be referred to for further explanation of the requirements.
Presidential Expenditures	Any business expenditure that is deemed reimbursable and done in a manner that is consistent with the requirements of the Commonwealth and the institution.

#### 6. RESPONSIBILITIES

<b>Responsible Party</b>	<b>List of Responsibilities</b>
University president	<ol style="list-style-type: none"> <li>1. To ensure that all expenditures for presidential business, travel, and entertainment are appropriately documented as required by the Commonwealth and the institution's procurement procedures.</li> <li>2. To ensure no violations of the Commonwealth's and institution's procurement procedures occur regarding presidential business, travel, and entertainment expenses.</li> </ol>

#### 7. PROCEDURES

<b>Task</b>	<b>Procedure</b>
	<ol style="list-style-type: none"> <li>1. Prepare a comprehensive report of business/travel/and entertainment expenses that meet the following criteria:               <ol style="list-style-type: none"> <li>a) Expenditures must comply with Commonwealth and institutional procurement procedures.</li> <li>b) Entertainment expenses must list purpose of event, date, and names of participants.</li> <li>c) Original receipts must be kept for reimbursement purposes and as documentation of expenses paid by the university</li> <li>d) The university procurement card issued to the president may only be used by the president.</li> </ol> </li> <li>2. Presidential expenditures will be approved by the Board Chair monthly.</li> </ol>

	3. Presidential expenditures will be reviewed by the Risk Management and Audit Committee annually at the fall meeting.
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### 8. POLICY ENFORCEMENT

Violation(s)	Violations of this policy shall occur should any of its elements be intentionally disregarded
Potential consequences	Review of president's alleged violation by the University's Board of Trustees. Appropriate sanction, if necessary, imposed.
How to report	Contact the Chair, University Board of Trustees

### 9. REFERENCE DOCUMENTS

Policy or Document	Web Address
Procurement Card	<a href="http://www.salemstate.edu/3472.php">http://www.salemstate.edu/3472.php</a>
Procedures Manual & the University's Travel Policy	<a href="http://www.salemstate.edu/3475.php">http://www.salemstate.edu/3475.php</a>
Commonwealth's Procurement Card Program Policy & Procedures	<a href="http://webcache.googleusercontent.com/search?hl=en&amp;q=cache:LD-fA4Gz61AJ:http://www.mass.gov/osc/docs/policies-procedures/accounts-payable/po-ap-ctr-pcard.doc%2BCommonwealth+Procurement+Card+Program+policy+and+procedure&amp;gbv=2&amp;rlz=1R2NDKB_enUS509&amp;safe=active&amp;ct=clnk">http://webcache.googleusercontent.com/search?hl=en&amp;q=cache:LD-fA4Gz61AJ:http://www.mass.gov/osc/docs/policies-procedures/accounts-payable/po-ap-ctr-pcard.doc%2BCommonwealth+Procurement+Card+Program+policy+and+procedure&amp;gbv=2&amp;rlz=1R2NDKB_enUS509&amp;safe=active&amp;ct=clnk</a>

### 10. CONTACT(S)

Subject	Office or Position	Telephone Number	Email
Travel Policy Clarification	Evelyn Wilson	978.542.6152	<a href="mailto:ewilson@salemstate.edu">ewilson@salemstate.edu</a>
Presidential Expense Policy Clarification	Jean Fleischman	978 542.6613	<a href="mailto:jfleischman@salemstate.edu">jfleischman@salemstate.edu</a>

### 11. APPROVALS/ENDORSEMENT/NOTICE REQUIRED

Level	Title & Name	Signature	Date
Chair or Director of Department or Office	N/A		
Dean or Assistant Vice President	N/A		
Vice President	N/A		
P.E.C. Initial Review	N/A		
P.E.C. Final Review	N/A		
All College Committee	N/A		
President	Patricia Maguire Meservey		
Board of Trustees (notice)	Pamela Scott		

**12. EFFECTIVE DATE:** October 8, 2013

**13. DISSEMINATION**

Electronic to the Vice President and Associate Vice President for Finance and Facilities, all members of the Board of Trustees, and university's auditors

**14. REVIEW CYCLE:** Initial review after 12 months