

University Policy

## University Procedure

OperatingStandard
GuidelineForm

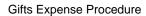
## Gifts Expense Procedure

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## 1 Purpose

The purpose of this procedure is doutline:

- a) the process for reimbursement of Employees for-of-pocket expenses associated with Gifts; and
- b) the specific requirements for approval of expenses associated with Gifts.



6 Related Procedures <u>Donations Expense Proced</u>ure Spons-1.5 0 cs 02x6 (c)-2.6 (al)3.3 (g)5.3 (ar)3.3 (y)17.6 2(n)-0.7 (sTar)8.1 6 11.04 16