

Guide Memo on PPA “Stanford Unrestricted Fund”, a.k.a. Departmental Admin. Funds

8 December 2010

Summary: The memo describes the general guidelines and required approvals for funds applied to expenses which are not covered by DOE contracts (1). In PPA, this fund is managed through established budget authorities described below.

General Guidelines

1. Prior approval is required by the budget authority described below before incurring expenditures.
2. Sign off: First by the appropriate Division Head/Coordinator according to authority below, then by the Directorate. Directorate sign off is required on all reimbursement requests.
3. Will only reimburse meals for SLAC/Stanford employee's spouse or significant other in the event that an invitee (e.g. speaker or interview) has brought a spouse or significant other. See University guideline http://fingate.stanford.edu/docs/bus_meal_exp_guide.pdf.
4. A list of attendees' names must be included for reimbursements of refreshments/meals for 12 or fewer attendees.
5. Exceptions: A written request with identification of the special circumstances is required.

Budget Authority and Approvals

I. Budget Authority: PPA Division Heads

1. Each PPA Division Head will receive an annual budget. This budget may cover the following examples of expenditures with the approval and sign off by the appropriate Division Head:
 - A. Post Doc interviews
 - a. Cost of either 1 lunch or 1 dinner for Post Doc interviews.
 - b. Lunch: Only the candidate and the interviewer are covered.
 - c. Dinner: Will cover all attendees (subject to the restrictions under “General Guidelines”) with a cap of \$45 per person per dinner or \$180 per dinner, whichever is lower.
 - d. *Note: Post Doctoral candidates who are also seminar speakers are covered by Seminar Coordinators' budget described below)*
 - B. Project milestone celebrations
 - C. Employee Service Awards & Retirement Parties – Require pre-approvals by Human Resources. (Also see SLAC Petty Cash Guideline: <https://www-internal.slac.stanford.edu/bsd/bu/ServiceAwardCelebrations.htm>)
 - D. The Lab offers a lab-wide function for long "even year anniversaries" (20, 30, 40, etc.) with a hosted dinner once per year. For long, "odd year anniversaries" (25, 35, 45, etc. years) PPA offers an alternative celebration. Upon receipt of the HR notification of such an anniversary, the Division head may chose to have a dinner or lunch for the honoree and that person's significant-other (SI). In lieu of the normal \$30 reimbursement described in the HR notice, a reimbursement for the dinner or lunch of the honoree and SI (i.e. up to two persons) will be offered up to a maximum of \$75 per person for dinner or up to \$35 per person for lunch. Reimbursement is not offered for other people attending the dinner. It may be advantageous to try to aggregate such dinners to involve multiple honorees in order to achieve broad participation of non-honorees.
 - E. Business cards – Require sign off from the department head (Also see <http://www2.slac.stanford.edu/policy/docs/Business%20Cards%20Policy%20-%202011-18-08.pdf>)
 - F. Other suitable expenditures as approved at the discretion of the appropriate Division Head.

II. Budget Authority: Seminar Coordinators

The coordinators of each of the seminar series will receive an annual budget. This budget may cover the following expenditures with the approval and sign off by the appropriate Seminar Coordinators:

- A. The costs of either a lunch or a dinner.
- B. Will pay for all meal attendees (subject to the restrictions under “General Guidelines”). The cost for dinner is not to exceed \$45 per attendee or \$180 per dinner, whichever is lower. Cost of lunch is expected to be half of this recommended cost of dinner.

III. Budget Authority: PPA Directorate Office

The approval for uses of the Stanford Unrestricted Funds not included above is held at the PPA Directorate level. Examples of the activities funded in the past are:

1. SLUO annual trips to Washington D.C. and SLUO annual meeting
2. Grad Student Office: Orientation and Open House
3. External and internal reviews
4. Faculty office related expenses
5. Supplement the costs of workshops (see Note 2)
6. Exceptions and other special cases

Remarks:

1. Dinners for special events, reviews, faculty, or senior staff interviews are limited to \$75/person.
2. A budget proposal is required before funding is approved.
3. No reimbursement for seminar refreshments is offered.
4. As a rule, errors in travel expenses will not be reimbursed, such as not using a US carrier for air travel under the FAR.

Notes:

(1) DOE Contract funds can be used for light refreshments within constraints and with prior approval by PPA Directorate and concurrence of the Chief Financial Officer (CFO), if the following criteria are met:

For meetings:

- 1) The meeting is three or more hours in length.
- 2) Over 50% of the attendees are from outside Stanford/SLAC.
- 3) Only light refreshments are allowed; meals cannot be included.

For internal training:

- 1) The training must be three or more hours in length.
- 2) There must be five or more attendees.
- 3) Only beverages are allowed; food cannot be provided.

(2) Registration fees should be charged for meetings, workshops, etc. to cover refreshments and other unallowable expenses if the meeting is sponsored by an existing collaboration or an established program. PPA DO will consider proposals for supporting SLAC-hosted conferences or special one-time meetings that are meant to initiate new programs or opportunities.

Additional Website Resources:

SLAC Departmental Administration Petty Cash Reimbursement

<https://www-internal.slac.stanford.edu/bsd/bu/UniversityPettyCashReimbursement.htm>

Stanford University Guidance on Business Meals

http://fingate.stanford.edu/docs/bus_meal_exp_guide.pdf

Air Transportation by U.S.-Flag Carriers - FAR

http://www.arnet.gov/far/current/html/Subpart%2047_4.html