The following constitutes annual guidance for incurring and processing faculty-related expenses, including seminars and recruiting, conferences, furniture, and restricted items. Thank you for your cooperation and please direct questions to the YSOM Business Office (sombusoffice@yale.edu).

In all cases, the expense must be appropriate to the situation and the nature of the business conducted by the school. Prudent business judgment and moderation, coupled with disciplined budgetary control, dictate whom these functions serve, the frequency of events, and the reasonableness of related costs. Please contact Jason Kroon (2-6131) or Bridget Gillich (2-5792) for pre-approval on any unusual expenses or purchases outside of the above listed guidelines. If pre-approval is not obtained, you may not be reimbursed for the inappropriate expenses.

**General**

- Expenses processed after 120 days through 1 year will be reimbursed as taxable income through payroll. Out-of-pocket expenses older than 1 year will not be reimbursed.
- P-card charges greater than $75 require a detailed receipt that lists the item(s) purchased. If such a receipt cannot be secured please provide a reason. In instances where there is no receipt, a memo should be added to the expense report explaining the reason for the missing receipt and what steps have been taken to secure the original. Out-of-pocket reimbursements require receipts for all expenses, regardless of amount. Give all receipts to your faculty support person for processing.
- **GENERAL RULE:** All expenditures (outside of seminars and recruiting) with a legitimate business or research purpose should be charged to your R&T account.
- Faculty members are responsible for keeping track of all purchases made using their R&T account and ensuring that they do not spend more than is in the account in any given year. Faculty who overdraw their R&T account may be responsible for reimbursing the school for the excess charges.
  - If necessary, faculty should contact the Deputy Dean to request additional R&T funding, well in advance of exhausting the funds. The provision of additional funding and/or advances from the coming academic year are made solely at the discretion of the Deputy Dean.
  - Faculty who leave SOM’s employment and have overdrawn their R&T account must reimburse the University for the balance.

**Appropriate Use of University Research & Teaching (R&T) Funds**

It is not possible to provide an exhaustive list of items and expenses that qualify or do not qualify as research expenses; in many cases, it is the purpose of the expenditure rather than the item or service that determines whether it is a legitimate research expense. Thus, items on the normally appropriate list can be included only if they are being used for research purposes. Conversely, some of the items on the normally inappropriate list could be included if it can be demonstrated that they are essential to a research project. The underlying test is whether the expense is directly relevant to the sponsored research. If uncertain, contact the Business Office prior to making a purchase. More information at: http://provost.yale.edu/faculty/policy/appropriate-use. Please note that part-time faculty (those whose FTE is less than 50%) receive funding for reasonable teaching-related expenses only. Unless otherwise noted
in their offer letter, part-time faculty funds cannot be used to pay for their own travel or parking (travel for guest speakers is typically permitted), computers or other electronic equipment, furniture, or food.

Normally appropriate R&T expenses:

- Academic robe rentals
- Books
- Computer hardware and software*
- Conference registration fees*
- Food while traveling*
- Hotel costs*
- Mobile phones, iPads, Kindles, Nooks, etc.*
- Library fees
- Meals and other local expenses for research collaborators*
- Membership in professional organizations (not allowable on federal grants)*
- Page charges for articles in scholarly journals
- Photocopy costs
- Professional journal subscriptions*
- Network connectivity costs – e.g., subscription fees for iPads, cell phones, other devices*
- Newspapers and magazine subscriptions*
- Research assistants*
- Transportation to conferences, libraries, or research sites*

Typically inappropriate R&T expenses:

- Academic robe purchases
- Advertisement for books
- Amazon Prime membership fees
- Business or first-class travel (except as allowed by university policy)
- Child care
- Clothing/shoes (or care/maintenance thereof)
- Club memberships
- Cost of commuting between home and campus
- Food for students (meals or in-class snacks)
- Framing of pictures or maps as office décor
- Gifts (including prizes for students)
- Home office furniture
- Home or office renovations
- Library fines
- Luggage
- Moving expenses
- Salary paid to any faculty member, including faculty members from other departments and guest speakers (unless specifically authorized)
- Spousal, partner, or other family member travel

*Items noted cannot typically be purchased by part-time faculty without prior authorization from the Deputy Dean.

**Business Meals**

Unless otherwise noted, the following rules apply to all meals/food purchases. See Policy 3302: Business Meals, Entertainment, and Other Social Events for the University’s full policy. The following are some items relevant to SOM:

- The cost of business meals should be reasonable (less than $100/person including beverages, tax, and gratuity). When sound business reasons necessitate that business meals exceed $100/person, Dean’s office approval is required. Costs in excess of $125/person cannot be reimbursed, per University policy, and must be paid for personally. Please note: expense reports for business meals must be submitted with the detailed receipt, not the summary receipt that includes only the final dollar amount.
- Business meals charged to a centrally owned account, such as Recruiting or Seminar budgets, are limited to no more than 5 attendees (typically a guest/speaker/candidate and up to four faculty members or Ph.D. students).
  - The costs of meals for additional attendees in excess of the above guidelines should be charged to a faculty member’s R&T account.
• Business meals charged to an individual faculty member’s R&T account may exceed 5 attendees if warranted by the business purpose and will be approved by the Business Office assuming they meet all other spending requirements (cost per person, etc.).

• Unless the presence of a spouse is appropriate or a business requirement, spouses’ meals will not be reimbursed and should not be charged to R&T accounts or any YSOM COA. If a spouse attends dinner, please use personal funds. If a spouse’s meal is erroneously charged to the Yale credit card, submit reimbursement to the Business Office within one week.

• Part-time faculty (less than 50% FTE) are not eligible to use R&T or other University funds for Business Meals without prior approval of the Deputy Dean.

Food in Classroom
Food purchases for the classroom are allowable only under special circumstances (guest speakers, events, etc.) Any food purchase, unless purchased with personal funds, requires preapproval by the Deputy Dean’s Office. If you would like to purchase food for your class, email Melissa Studer at melissa.studer@yale.edu with the name of the course, the date of the event, and the reason you are providing food, to receive an email approval which will be required by the Business Office in order to process the expense report. If the purchased is approved, R&T funds may be used.

Travel
Business travel expenses will be paid by Yale if they are reasonable, necessary, and meet policy and compliance requirements. The following includes abridged information about the most common expenses, please see Yale’s full travel policy for complete details: https://your.yale.edu/policies-procedures/policies/3301-travel-university-business. Travel reimbursement is available to full-time faculty only (defined here as faculty members employed at YSOM at 50% or greater time); part-time faculty should request prior permission before making any travel arrangements paid with university funds.

Key points:
• YSOM funds should only be used when school business is the primary purpose for the trip.
• Economy fare is the standard (for all forms of travel).

Air Travel
• Business class airfare is allowed only in the following scenarios:
  o The total scheduled in-air flight time, including connecting legs, is in excess of 8 hours;
  o A segment of a flight has a scheduled in-air flying time in excess of 6 hours;
  o There is medical justification documented by a primary care provider; or
  o The expense is going to be fully reimbursed by a 3rd party and the 3rd party will allow business class travel. In this case, documentation from the sponsoring institution/entity showing approval for business class travel and confirmation that it will be fully reimbursed is required and must be documented in the expense report.
• First class airfare is not allowed under any circumstances.
• Travelers may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class fare. Travelers purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the expense report.
• The University does not reimburse travelers for tickets or upgrades purchased with frequent flyer miles.

Ground Transportation
• Use the lowest cost ground transportation consistent with business needs. For example, many hotels offer free airport shuttles, which should be used whenever practical.
The University has negotiated discounts with preferred rental car agencies. These discounts are available through Yale’s preferred travel supplier using their online or full-service travel agency services. Travelers should rent the most economical (compact or midsize) vehicle consistent with business needs and travel circumstances.

- Within the continental U.S., travelers should decline car rental insurance (it will not be reimbursed). However, while outside the continental U.S., travelers should accept Loss Damage Waiver (LDW) and Liability Insurance Supplement (LIS).
- Yale will not reimburse for satellite radio. GPS is also not covered, except in rare circumstances.

- First class train fare is not allowed under any circumstances. Business class is allowed only in instances (such as on Acela) where there is no lower fare option.
- There is no reimbursement for travel between University locations.
- Use of limo service within New Haven is not permitted. Short trips, such as those between SOM and the train station or downtown hotels should be taken by taxi.
- Parking charges will be reimbursed when traveling on University business. Parking costs incurred in coming to SOM or traveling between University locations are not reimbursable and must be paid for with personal funds.

Meals while Traveling
- Consider requesting the per diem meal reimbursement instead of individual meal receipts. The process is much more streamlined, just a matter of selecting the per diem box on the expense report and choosing the appropriate city. A traveler may request a per diem reimbursement for individual meals, tips, and incidentals. The rates vary by city:
  - Foreign: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78&menu_id=75
- Individuals cannot combine actual meal reimbursements with per diem reimbursements within a trip. The one exception is group business meals (e.g. request a per diem meal reimbursement for breakfast and lunch with a group business meal receipt for dinner).

Other Travel Expenses
- Fees for a visa to a foreign country may be reimbursed if related to travel on University business.
- Yale SOM does not reimburse for U.S. visas or for the visas of family members. There are certain fees that YSOM is required to pay for full-time faculty whose visa application is sponsored by Yale; fees normally paid by SOM may be reimbursed if paid for by the faculty member. Contact the Deputy Dean’s office for more information.
- When traveling internationally, prior to your trip, be sure to work with YSOM IT to turn on the appropriate service for your smart phone (and turn those services off upon your return).
- Airbnb and similar short-term rental sites may be used to book lodging instead of a hotel, provided that the cost per night does not exceed that of local hotels. In order to be reimbursed, Airbnb must be booked through the Yale Airbnb platform, using a Yale email account and Yale P-card. Airbnb arranged in any other manner will not be reimbursed.

Unallowable Travel Expenses
- Spouse/guest related charges while traveling;
- Fees associated with Trusted Traveler Programs (such as Global Entry, NEXUS, SENTRI) and travel expenses for visiting an enrollment center;
- Fees associated with the TSA Pre Check Application Program;
- Costs associated with commuting between home and the University, including mileage and parking;
Frequent flyer or other similar award programs;
In-room movies;
Lost baggage or baggage fees;
Passports;
Parking tickets or traffic violations;
For a complete list, see Section 3301.6 Expenses Considered Personal and Not Reimbursable.

Faculty Seminars
The seminar accounts may be used for expenses related to a preapproved formal seminar series (see list below).

<table>
<thead>
<tr>
<th>Seminar Series</th>
<th>Faculty Coordinator(s)</th>
<th>Faculty Support Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Zeqiong Huang &amp; Thomas Steffen</td>
<td>Mary Ellen Nichols</td>
</tr>
<tr>
<td>Economics</td>
<td>Joyee Deb, Kevin Williams</td>
<td>Mary Ellen Nichols</td>
</tr>
<tr>
<td>Faculty</td>
<td>Edieal Pinker</td>
<td>Liz Fiskio</td>
</tr>
<tr>
<td>Finance</td>
<td>Alexander Zentefis (pre-workshop) Song Ma (workshop)</td>
<td>Tali Louis</td>
</tr>
<tr>
<td>Industrial Organization (joint with Cowles)</td>
<td>Fiona Scott Morton</td>
<td>Mary Ellen Nichols</td>
</tr>
<tr>
<td>International Trade (joint with Econ and Cowles)</td>
<td>Lorenzo Caliendo, Costas Arkolakis</td>
<td>Mary Ellen Nichols</td>
</tr>
<tr>
<td>Marketing</td>
<td>Aniko Oery</td>
<td>Stacy Awe</td>
</tr>
<tr>
<td>OB</td>
<td>Olav Sorenson</td>
<td>Robert Bartholomew</td>
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<tr>
<td>Operations</td>
<td>Sang Kim , Vahideh Manshadi</td>
<td>Liz Viloudaki</td>
</tr>
</tbody>
</table>

The seminar series coordinator leads the group in the selection of seminar speakers/visitors. The faculty support coordinator manages the travel, catering, & logistics. If you wish to be added to the mailing list for a particular seminar series, please contact the faculty support coordinator.

- Seminar Attendee Lunches: Not to exceed $15 per person. (Care should be exercised in ordering the appropriate number of lunches for the event.)
- Fiscally Responsible Tipping: The use of Yale Dining’s catering service is the preferred option for catering events and no tipping is allowed under those circumstances. If an outside vendor caters/delivers food and a tip to the delivery person is appropriate, an amount up to a maximum of a 10% gratuity is considered fiscally responsible and allowable under Yale policies.
- Seminar Speaker Lunch: YSOM will reimburse for reasonable lunch expenses for speaker and up to 2 faculty members or Ph.D. students.
- Seminar Speaker Dinner: YSOM will reimburse reasonable dinner expenses for speaker/candidate and up to four faculty members or Ph.D. students.
- Travel expenses for guest speakers should follow the university travel guidelines outlined in the Travel section above.
- YSOM will cover speaker lodging. Reserve a hotel room at one of the University Contract Hotels (Omni, Marriott, etc.) or the New Haven Lawn Club.
- Seminar-related expenses should be charged to the appropriate department’s faculty seminar COA. The one exception is for recruiting seminars. All Eli seminars held for the purpose of evaluating a potential job candidate should be charged to the appropriate Faculty Recruiting COA.
Reimbursements to Foreign Visitors
- U.S. immigration regulations restrict the types of payments that can be made to persons who are neither citizens nor permanent residents of the United States. The determination of whether payment is permissible is based on an individual’s current immigration status. Please confirm their status allows reimbursement prior to their incurring expenses or promising payment.
- The Business Office will help you set up the individual as a vendor in the reimbursement system.
- Instruct the visitor to provide all receipts with proof-of-payment to facilitate reimbursement.

Faculty Recruiting
All faculty search, recruitment & post-recruitment charges mentioned below should be expensed to the appropriate Faculty Recruiting COA (not faculty seminars).

Faculty Searches
- Faculty searches must be authorized by YSOM’s Appointments, Curriculum & Strategy Committee (ACS) and the Dean.
- Each Search Committee should develop a list of publications, journals, professional association websites, etc. where it would like to advertise the job opening, keeping in mind Yale SOM’s diversity initiatives and attempting to reach a broad range of candidates. The list should be provided to the Deputy Dean’s office for purchase of the ad space.
- Typically 5 candidates will be invited for each search.
- For each search, the Search Committee should estimate a budget of $750 per candidate (up to $1,000 if with a spouse or partner) visiting Yale to cover meals, lodging, and all other expenses beyond the cost of transportation. Transportation expenses will be covered according to Yale travel policy.
- Up to three members of a Search Committees can attend a conference for the purpose of recruiting, using funds from the faculty recruiting budget. Covered expenses include the cost of conference fees, economy transportation, hotel at the conference rates, and meals.
- Search dinners should follow the rules established for Business Meals:
  - Dinners should be limited to faculty only; no spouses/partners.
  - Maximum of four people, in addition to the candidate.
  - Maximum of $100 per person, total (including all beverages and gratuities).

Recruitment
Recruitment begins after the Appointments Committee has voted and an offer has been made to the candidate. Covered recruitment expenses include:
- Travel expenses for one trip to New Haven, which can include a spouse or partner, with a baseline budget of $750 (up to $1,000 with a spouse or partner) for all expenses excluding transportation. Transportation will be reimbursed but is not counted towards the budget. The Deputy Dean must grant prior approval to cover the cost of child travel or additional trips.
- Up to two departmental dinners, with a maximum of five people per meal. In instances where the recruit’s spouse or partner comes on the trip, his/her dinner may also be reimbursed, raising the total number of acceptable attendees to six.

Post-Recruitment
Post-recruitment begins after an employment offer has been accepted. Covered post-recruitment expenses include:
- Travel expenses for one trip to New Haven for the candidate and a spouse or partner to look at housing. Budget is the same as Recruitment Travel guidelines, above.
- Candidate should pay for their own travel and request reimbursement upon starting at Yale. Reimbursement for post-recruitment travel should be done through Yale’s Transportation and
Relocation to New Haven for New Faculty Hires
Payment and/or reimbursement of relocation and moving expenses are allowable only when expenses are included as a formal and specific component of the original written offer of employment. See YSOM’s Relocation Policy for full details. Contact the Deputy Dean’s office for a copy of this policy.

Conferences
Hosting a Conference. Generally speaking, hosted conference decorations and provisions must pass the reasonable person test (e.g. no ice sculptures, cream puff pyramids, or other similarly extravagant purchases). Flowers and/or centerpieces should be kept to a minimum. YSOM Hospitality offers complete event planning services, including menu selection, staffing, rentals, tenting, special decorations, flowers, ice carvings, audio/visual equipment and more. Please discuss your spending plans with the business office in advance of the event. YSOM does not pay honoraria to speakers.

Attending a Conference. Conference registration fees and related travel should be charged to faculty member’s R&T account. Travel should be booked according to Yale Travel policy.

Evans Hall. Faculty may not use YSOM space for non-course related private lectures unless granted a waiver by Executive Programs. If the waiver is granted, faculty will be charged the public rate. All non-YSOM groups will be charged for space rental, unless a waiver is granted by the Dean’s Office. Yale departments are charged a lower rate than the public for space use. Additional services such as A/V or custodial are charged incrementally per hour. All entities renting space must use YSOM Hospitality for their catering.

Additional details on spacing and event policies can be found on the portal. Alternatively, for more information about these policies, please contact Tim Shea at 203-436-9669 or tim.shea@yale.edu.

Parking
There is no parking available for event guests at Evans Hall. Free parking at nearby Yale University lots is available after 4 p.m. on business days and all day on weekends and holidays.

When appropriate, parking vouchers for guests may be purchased from Fleet Management (yalefleet@yale.edu or 203-432-2285). Yale Policy does not allow the use of P-cards to pay for city parking meters. See Fleet Management for more information.

Guest Speakers / Class Visitors / Distinguished Guests
- Lunch for class speakers should be charged to your R&T accounts. Please note that the rules relating to Business Meals apply.
- Normally, YSOM funds are not to be used to provide food/refreshments for internal meetings.
- YSOM does not pay honoraria to speakers.
- Small tokens of appreciation (under $100) can be given to speakers/distinguished guests. YSOM-branded gear (fleeces, sweatshirts, portfolios, mugs, etc.), available in the Mail Room, provide an efficient option.
  o YSOM Funds are not to be used to provide gifts to staff members or students, nor are they to be used, except in rare instances after following strict guidelines, to make payments to other 501(c) 3 non-profit organizations.
• Likewise, YSOM Funds are not to be used to provide prizes to students in the classroom or for classroom events.
  o Restricted items (e.g. tokens of appreciation, event decorations, etc.) Should be charged to the “other unallowable” expenditure code so they are excluded from the university’s indirect cost calculation.

Employee / Hiring / Study Subject Policies
• **Student & Staff hiring.** In advance of hiring anyone to perform work for YSOM (e.g. student workers, casuals, contractors, temps, interns, etc.), you must first contact Diane Temple (diane.temple@yale.edu), Managing Director, Human Resources (432-6961) or Jean Page (jean.page@yale.edu), Assistant Director, Human Resources (436-4889). The University has stringent hiring rules and the School is required to adhere to them.
  • The University prohibits cash gifts to employees. Non-cash expenses are only allowed for modest expressions of sympathy and employee recognition (which should be initiated by HR only).
  • YSOM honors staff who have reached service milestones during the past fiscal year at an annual picnic for all faculty and staff. Any additional recognition events must be paid for using non-Yale personal funds.
  • **Faculty hiring.** Contact the Deputy Dean’s Office, before hiring any faculty, including postdocs and visiting faculty, regardless of whether or not they are being paid. Faculty who work at Yale outside of SOM require special approvals prior to any work taking place.
  • **Study Subject hiring.** If an upcoming research project involves paying study subjects, please contact the Business Office before any payments are made.
  • All gift certificates and non-cash gifts of $1 or more (including study subject payments) must be reported to Payroll unless the study is confidential. Please forward reportable information to the SOM Business office (typically recipient name, address, amount of payment and SSN are required). Please include the following disclaimer at the bottom of the survey: *this income may be considered taxable income.*

Procurement, Purchase Orders, & P-cards
• A purchase order is the preferred purchasing method for goods and services.
  • The Yale Purchasing Card (P-card) is the preferred method of payment for travel expenses.
    o Do not allow other faculty or students to use your P-card to make purchases. The only instance where sharing a P-card is appropriate is when a member of faculty support uses a faculty member’s card to make a purchase on the faculty member’s behalf and at their request.
    o P-cards may be shut off if transactions remain unprocessed for more than 45 days. After 60 days, unprocessed transactions may be treated as advances and deducted from your pay.
    o Other reasons for suspension of a P-card account include: a) sharing the card with someone else; b) using the card for personal expenses or for other charges outside of policy; or c) consistently failing to provide the necessary receipts.
    o See the [Yale University Purchasing Cardholder Agreement](https://your.yale.edu/purchasing-card) and [https://your.yale.edu/purchasing-card](https://your.yale.edu/purchasing-card) for more information.
  • Third party payments for services and honorariums from personal funds are not eligible for reimbursement. Please consult the purchasing guidelines for details on how to reimburse or process payment for services.

Office Furniture and Equipment
• Faculty offices are outfitted with all the basic necessary furniture. Full-time faculty may use R&T funds to purchase additional furniture of the same type and style as already exists in the building. Permission is not required for purchases up to $1,000. Purchases exceeding this amount must be
preapproved by the Deputy Dean and Business Office. Part-time faculty are not permitted to purchase additional furniture for their offices without prior approval.

- For furniture purchases please consult Facilities to assist in using Yale’s preferred vendors and to ensure compliance with fire code requirements.
- Furniture cannot be purchased with a P-card.
- Furniture and other office supplies and accessories may not be purchased for home offices or offices located in another department.
- All furniture purchased with R&T funds becomes the property of Yale SOM.
- Yale SOM does not permit the purchase of refrigerators, coffee makers, microwaves, water dispensers, portable air conditioners, televisions, or other related items for faculty offices. If in doubt, request permission from the Business Office prior to purchasing.

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**Technology Purchases**

R&T funds may be used to purchase work-related electronics and equipment that can reasonably be carried between home and office and brought on business trips. Examples of such equipment include smart phones, laptops, tablets and mobile peripherals. Funds may not be used to purchase home electronics, furniture and fixtures that cannot reasonably be carried between home and office unless a faculty member is unable to work in the office and requests a special accommodation.

- All items purchased with Yale funds are the property of Yale and must be returned or purchased from YSOM upon departure from the university.
- Part-time faculty or faculty whose contract is for one year or less are not eligible to purchase technology with R&T funds.
- All hardware, software and IT service purchases (e.g., computers, software, printers, mobile phones, tablets, databases, and IT professional services, including web development) must be made through YSOM’s IT department, which has special pricing and purchasing agreements with many popular manufacturers including HP, Dell, Lenovo, and Apple (although you are not limited to only those brands).
  - Certain software titles may be available for self-download from Yale’s software library at [http://software.yale.edu](http://software.yale.edu). However this site does not include all of Yale’s licensed software, so always contact IT before purchasing any program. Yale also has contracts with mobile device carriers with which YSOM IT can help furnish service at a negotiated rate. The IT department also assists in review and negotiation of contracts for technology services including packaged software solutions and professional services.
- Contact the YSOM IT Help Desk at x27777 or somit@yale.edu to place an order or to discuss your needs. If you do not have a particular item in mind, IT will provide a list of recommended options.
- In some instances, new faculty may receive a special budget for purchasing electronics. The amount will be stated in their offer letter. Purchases can be charged to this fund for 6 months after start date.
- Full-time faculty who are eligible to purchase cell phone service through Yale IT now have the option to obtain their own plan with any service provider and be reimbursed from their R&T funds. The following conditions apply:
  - The maximum possible reimbursement is $50/month, $150/quarter.
  - Reimbursement requests must be submitted quarterly through Workday.
  - Faculty must submit receipts or statements that clearly show the monthly service charge for their line only. SOM will only reimburse for service purchased as part of a family plan if the faculty member is able to clearly document the costs associated with only his or her line.
  - Faculty may not be reimbursed for late fees or other penalties imposed by the carrier or charges related to a family member or other individuals’ service.
Grants and Contracts

All grant proposals (regardless of whether money is involved) and contracts must go through the business office for review. Only Yale central offices (e.g. Grants & Contracts and Procurement) have authorization to sign contracts on behalf of the University. When in doubt, please contact jason.kroon@yale.edu.