

## Trinity College Dean of Faculty's Office Non-Reimbursable Expenses

The following items are not to be charged to the College's operating budget or College restricted funds:

- Alcohol**  
(Except for College-sponsored events such as Alumni Weekend, Fundraising Events, and events sponsored by Academic Departments and Programs)
- Artwork / plants / decorations /accessories for offices**  
(Office furnishings must be purchased through the Purchasing Office)
- Contributions (political or charitable)**  
(Donations are determined by President's Office or the Office of Community Relations)
- Clothing or other personal items**
- Childcare, baby-sitting, eldercare, house-sitting, or pet sitting costs**
- Fines or parking tickets**
- Flowers or Fruit basket for co-workers or students**  
(Except when sent by HR or President's Office)
- Personal expenses not specifically listed**
- Spouse or child related costs, including travel and meals**
- Travel related:**
  - Air travel clubs / Airline travel insurance (trip cancellation insurance permitted)
  - First class / business class airfare
  - Costs incurred for failure to cancel transportation or hotel reservations
  - Optional conference events (golf, tours, etc.)
  - Hotel amenities (movies, in room bars, etc.)
  - Non-business entertainment and travel

**Note:** The Dean of Faculty conference travel fund does not pay for meals or memberships.

**Restricted/Designated Funds:** There are funds that have been donated to the College for use by specific departments as outlined by the donor's wishes. The College has a fiduciary responsibility for ensuring that these are utilized as intended. Usage of these funds should follow College guidelines as well as any stipulated by the donor.

**Parties for departing employees:** Although the College hosts an annual campus-wide party to honor retirees, we do understand that individual departments may also wish to hold a small going-away party for the individual retiring from or leaving Trinity. The department may charge a modest amount to the departmental/program operating budget with prior approval of the department chair or program director as long as the department/program does not go over budget for the year.

**Other parties (excluding College sponsored events):** The employees involved should pay for occasions such as holiday parties or those that celebrate births, marriages, etc. When hosting these types of events, please be conscious of the potential external scrutiny of the College's expenditures in support of its primary mission of educating students.

**Gifts:** All gifts to individuals are considered personal and should not be charged to College accounts.