

Academic Enrichment Fund Expenditure Policy
for the Colleges of the Health Science Center
of the University of Florida




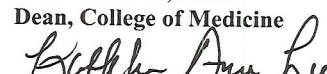
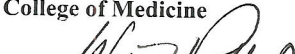



It is University policy that Academic Enrichment Funds (AEF) be expended for purposes consistent with and supportive of the objectives of the respective College, the Health Science Center, and the University of Florida, and in accordance with approved faculty practice plans for the Colleges of Medicine, Dentistry, Public Health and Health Professions, Nursing, Pharmacy, and Veterinary Medicine. Such expenditures may be made, subject to the discretion and approval of the Dean of the respective College or his/her designee, for items such as enrichment of the academic activities of a department, provision of appropriate salary and certain fringe benefits to designated faculty of the respective College, reimbursement of costs incurred in meeting professional responsibilities subject to the University's limits on travel reimbursements, support of research and educational programs, procurement of research or medical equipment subject to the University's procurement policies, and defrayal of departmental operational expenses.

Items that should NOT be paid for from AEF include:

1. Personal or other expenses not having a direct business purpose associated with the mission of the College (In clarification, expenditures for food and soft beverages are acceptable if made for meeting purposes, and are supported by a statement of business purpose and a list of attendees.);
2. Nonmonetary gifts not allowable under IRS regulations (i.e., permitted gifts must be nonmonetary, infrequent, and de minimis, having a value of \$75.00 or less, except that employee length of service awards, such as retirement gifts, may have a value of up to \$400.00, subject to IRS requirements);
3. Gift certificates or monetary gifts for any purpose or any amount;
4. Costs of holiday, retirement, or miscellaneous parties which are frequent, or for which the value of the benefits to participants is unreasonable, lavish, or extravagant;
5. Tobacco products;
6. Parking decals for personal automobiles;
7. Consultant fees to any state employee;
8. Petty cash funds unless approved by the Controller of the University of Florida with approved controls and guidelines;
9. First class or business class air travel, except that business class travel on flights lasting longer than nine hours is acceptable; air flight life/accident insurance;
10. Contributions to political organizations;
11. Fines and penalties resulting from violation of the law or local government ordinances.

Exceptions to this policy are permitted only with the express written authorization of the Senior Vice President, Health Affairs. Colleges may enact a policy which is more, but not less, restrictive than this Health Science Center-wide policy. Questions or comments may be directed to the signatories indicated below.

Approved:

 Teresa A. Dolan, D.D.S., M.P.H. Dean, College of Dentistry	<u>10-5-07</u> Date	 Bruce C. Kone, M.D. Dean, College of Medicine	<u>10/7/07</u> Date
 Robert C. Nuss, M.D. Dean, Regional Campus, Jacksonville College of Medicine	<u>10-12-07</u> Date	 Kathleen A. Long, Ph.D., R.N. Dean, College of Nursing	<u>10/10/07</u> Date
 William H. Riffe, Ph.D. Dean, College of Pharmacy	<u>10/12/07</u> Date	 Michael G. Perri, Ph.D. Interim Dean, College of Public Health and Health Professions	<u>10/9/07</u> Date
 Glen F. Hoffsis, D.V.M. Dean, College of Veterinary Medicine	<u>10/22/07</u> Date	 Douglas J. Barrett, M.D. Senior Vice President, Health Affairs	<u>10/12/07</u> Date