

Unallowable or Restricted Expenditures

The primary means of purchasing goods and services necessary for conducting City Colleges of Chicago (CCC) business is the procurement process and not the employee reimbursement process. This policy addresses the employee reimbursement process, including employee travel. Employees must comply with the following protocols and related procedures; however, they are not intended to address every situation. Appliances, sporting goods, software licenses, and capital equipment are examples of items that will not be reimbursed as they may only be procured using the purchase order process.

Unallowable/Restricted Expenditure Types

- Local Business Meals (*within the 50-mile Chicago Metropolitan Area*), *except where contractually obligated per bargaining agreement or when an Officer of the District (OD) conducts an important business meeting with a current or potential business partner, as long as request for reimbursement is properly documented.*
- Refreshments/Food (*for meetings*), *except for student-related events and district-wide faculty and staff professional development events*
- Food, Supplies or Other Costs (*for employee events/holiday parties/birthdays*)
- Gifts/Flowers/Gift Cards
- Alcoholic Beverages/Tobacco Products/Controlled Substances
- Personal Items
- Sponsorships/Donations
- Entertainment/Recreational Activities
- Appliances (*e.g., microwaves, refrigerators, coffee makers*)
- Kitchen Textiles (*e.g., napkins, cups, utensils used in break rooms*)
- Office Decor Items
- Traffic Citations/Parking Violations/ Fines and Penalties
- Sporting Goods
- Personal Car Washes or car washes for company vehicles done outside of CCC's approved contracts
- Cash Advances *except those for student related activities and those provided to coaches per the athletic policy/guidelines*
- Capital Equipment/Construction Office Supplies
- Software and Related Licensing Agreements
- Professional or Trade Licenses Required for Employment (unless expressly stated in bargaining agreement or approved in advance by the CFO)
- Supplies and Materials (*for which CCC has a contract to purchase*)
- Any other item deemed inappropriate/unnecessary for conducting CCC business.

Excerpted from Employee Reimbursement and Travel Policy