

## EXAMPLES OF EXPENDITURES

Types of Expense	Payee/ Recipient	BYU Guideline
Products or services	BYU Departments	Check out Campus Card. If not accepted, use account code. Ask dept. secretary for help if journal entry is necessary.
Products for \$2500 or less	Non-BYU Vendors (individual or company)	Check out a Department Credit Card. Special rules apply to non-US vendors. Ask department secretary for help.
Food/hosting	Grocery stores, Costco, and other off-campus sources	The dining and catering policy is complicated but must be followed. Please see this link <a href="http://dining.byu.edu/catering/approved/off-campus/caterers/">http://dining.byu.edu/catering/approved/off-campus/caterers/</a> for details. <b>Costco is not an approved prepared food vendor. Commercially prepackaged food is okay from Costco.</b>
Food/hosting	BYU Source	Check out Campus Card from department office
Services	Students, off-campus individuals or companies	<b>Hiring services must be approved before any commitment is made or work begins and must be processed through a department secretary using the correct university instrument. A contract is necessary</b>
Donations	Non-profit organizations	See <b>Fund Raising</b> paragraph and read policy at clubs.byu.edu
Travel	Airfare, hotels, taxis, car-rentals, food, etc.	Neither club dues nor fund-raising proceeds can be used for travel.
Reimbursements for Travel exp.	Students	Departments may elect to send a group of students (not a club) with department funds and those expenses will be reimbursed when receipts are turned in to department secretary.
Awards, or Prizes	Individual	See <b>Gifts, Prizes, and Awards</b> paragraph
Gift Cards	Any source	See <b>Gift Card</b> paragraph