

UC Davis Policy and Procedure Manual

Chapter 330, Financial Management and Services

Section 75, University Payment of Membership Fees

Date: 8/21/15

Supersedes: 1/5/11

Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin G-43, Policy on University Membership in Organizations

I. Purpose

This section outlines policy and procedure regarding payment of dues or other institutional fees with University-controlled funds.

II. Policy

- A. Specific criteria and restrictions on memberships are available in Business and Finance Bulletin (BFB) [G-43](#).
 - 1. Payments will not be made to support an organization's political action committee or to any organization whose primary activities include carrying on propaganda, or otherwise attempting to influence legislation, or participating or intervening in any political campaign on behalf of any candidate for public office.
 - 2. When an institutional membership would normally be obtained, individual memberships will be purchased only if particular circumstances warrant an exception; the decision to grant an exception will be based on an evaluation of any benefits to the University.
 - 3. In no case may more than one institutional membership in any organization be purchased on the campus.
- B. Payment of fees will be charged to the budget of the particular office or department benefitting from the membership.
- C. Memberships in social organizations must meet certain criteria for approval and adequate records to substantiate business use must be maintained by the employee. See [BFB G-43](#) for specific criteria and requirements.

III. Approval Authority

- A. Only the Chancellor may approve the expenditure of University funds for membership in the following types of organizations:
 - 1. Organizations of universities and colleges, including accrediting agencies.
 - 2. Social organizations.
 - 3. Payments to organizations (other than social organizations) for purposes other than initiation fees, accreditation fees, dues, and reasonable cost of attendance.
- B. The Vice Chancellor—University Relations may approve the expenditure of University funds for membership in community organizations.
- C. Deans and vice chancellors (or specific designees) may approve the expenditure of University funds for membership in the following types of organizations:
 - 1. Organizations of professional schools and colleges, including accrediting agencies, and fees associated with accreditation reviews.

2. Organizations of institutional service agencies and administrative officers.
3. Scholarly societies.
4. Memberships to receive periodicals.

The University Librarian shall be informed of payments for such memberships.

Associate or assistant deans/vice chancellors or department heads may be designated by the dean/vice chancellor to approve these membership requests. An Approval Authorization must be on file for designees (see [Section 330-10](#)).

- D. Employees holding approval authority may not approve their own requests for membership payments.

IV. Procedures

A. Approval of membership fees

1. The department initiates a Disbursement Voucher document, including an explanation of the reason payment of fees is deemed necessary to the University, the membership year, and notation of whether the fee is for individual or institutional membership in the Explanation field, and routes the document to the department head for approval.
2. The department head reviews the request based on the criteria in [BFB G-43](#) and herein, and if appropriate, forwards the document or invoice to the approving authority.
3. The approving authority reviews the request based on the criteria in [BFB G-43](#) and herein, and if appropriate, approves the document or invoice for issuance of a check.
4. If the appropriate approvals are not already captured within the Disbursement Voucher, the department scans and attaches a copy of the approval to the Disbursement Voucher document
5. The department attaches a scanned copy of the membership application form or organization's bill for the fee to the Disbursement Voucher document

If the request is to reimburse an employee for a fee already paid, proof of the expenditure in the form of a receipt or cancelled check must be scanned and attached to the Disbursement Voucher document.

B. Records for social organizations

1. The employee submits an "Annual Report of Personal Use of a Club" to Accounting and Financial Services.
2. Accounting and Financial Services calculates the value of the employee's non-business use and informs the employee of the amount that will be reported on the employee's W-2 as taxable income.

V. References and Related Policies

- A. UC Business and Finance Bulletin [G-43](#), Policy on University Membership in Organizations.
- B. UCD Policy and Procedure Manual Section [330-10](#), Approval Authorization.