

UC Davis Policy and Procedure Manual

Chapter 380, Personnel—General

Section 50, Employee Non-Cash Awards

Date: 1/5/11

Supersedes: 4/15/02

Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin G-41, Employee Non-Cash Awards

I. Purpose

- A. This section describes the policy and procedures related to non-cash awards or sympathy gifts presented on behalf of the University to its academic and staff employees.
- B. For information on cash awards, see Personnel Policies for Staff Members (PPSM) Policy and Procedure 34, Incentive Awards.

II. Policy

- A. Specific work-related events and expressions of sympathy may be acknowledged with a non-cash gift as defined in Business and Finance Bulletin (BFB) G-41 (<http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>).
- B. Awards must be presented on a nondiscriminatory basis.

III. Roles and Responsibilities

- A. Department heads:
 - 1. Ensure that awards made to employees conform to the requirements of BFB G-41.
 - a. Review claims submitted for payment or reimbursement to ensure that appropriate supporting documentation, including receipts for all purchases, is included and the reimbursement is allowable under the fund source.
 - b. Approve appropriate requests for reimbursement, or complete a DaFIS Approval Authorization or Cancellation form for individuals granted signature authority to approve the reimbursement.
 - 2. Request exceptions; specifying the type of award, the purpose of the award, the special circumstances that require an exception, and the name of the employee for whom the exception will be granted; in advance of presenting an award.
 - 3. Develop procedures to ensure the security of pre-purchased gift cards or gift certificates and recording issuance.
- B. The Associate Vice Chancellor—Finance/Controller (or designee) holds authority to approve exceptions.

IV. Payment or Reimbursement

- A. Departments are encouraged to use their purchasing card to purchase employee non-cash awards or sympathy gifts within the terms and dollar limits set forth in BFB G-41, Appendix A.
- B. All exceptions and requests for reimbursement of out-of-pocket expenditures must be processed on a DaFIS Direct Charge document, and a DaFIS Request for Document Action form must be submitted to Accounts Payable.

V. References and Related Policies

- A. Business and Finance Bulletin G-41, Employee Non-Cash Awards (<http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>).
- B. Policy and Procedure Manual Section 330-80, Entertainment and Hospitality with University-Controlled Funds (<http://manuals.ucdavis.edu/PPM/about.htm>).