

Policy Number: 3-601	Policy Name: Miscellaneous Receipts
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## F. GENERAL PROVISIONS

### 3-601 Miscellaneous Receipts

- A. The proceeds derived from the sale of products of the University of Arizona experiment station farms may be applied to Hatch Sales for the use of farm operations.
- B. Vending Machine Revenue
  - 1. An amount of not more than fifty percent of the gross proceeds of vending machine operations at each institution may be distributed by the institution to the gifts and endowment funds of the institution.
  - 2. Nothing in this section shall apply to the use or distribution of revenues derived from vending machines owned and operated by the student union of an institution where the income from such vending machines is deposited directly to the student union account.
- C. Receipts from University Physicians, Inc.

The funds received by the dean of the College of Medicine under the provisions of the Medical Service Plan of 1985 and any amendments thereto, shall be subject to the budgeting and accounting procedures established by the university.

Policy Number: 3-602	Policy Name: Institutional Equipment
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### 3-602 Institutional Equipment

- A. Each institution shall establish procedures to be approved by the Board for the disposal of excess or obsolete equipment.
- B. Each institution may authorize the loan of institutional equipment on occasions when the interests of the institution will be best served by such action.

Policy Number: 3-603	Policy Name: Guidelines for Out-of-State Travel
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### 3-603 Guidelines for Out-of-State Travel

#### A. Approval

All requests for out-of-state travel by university employees are subject to approval of the president of the university or the president's designee. Persons traveling out of state must submit travel orders/requests sufficiently in advance of the departure date to allow for the orderly review of the request.

#### B. Means of Transportation

1. Commercial Air Carrier - approval will normally be granted for air coach/economy fares only. If other than coach/economy travel is requested, a written statement of justification must accompany the travel order.
2. Private Automobile - approval of private automobile use out of state will be granted subject to the following conditions:
  - a. Mileage reimbursement will not exceed the lesser of the air coach fare for the trip or the prevailing mileage reimbursement allowance.
  - b. Per diem will not be allowed for more than the amount which would have been allowed had the traveler used air transportation and work days away not covered by per diem to be counted as annual leave unless specifically approved by the president or the president's designee.
  - c. Proof of insurance coverage consistent with State of Arizona requirements.
3. Rented or Chartered Aircraft - chartered aircraft may be used when other means of transportation are not economical or convenient. Written justification must accompany the travel order.
4. Rented Automobiles - Not State-Owned - rented or leased automobiles may be used for ground transportation at the point of destination when it is in the best interests of the state to do so. Leased vehicles should not be used when taxis, buses and other

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alternatives are more economical.

5. State-Owned Vehicles - state-owned vehicles may be used for out-of-state travel when no other means of transportation is available or when such use is in the best interest of the state. Such requests must be made in writing and require the approval of the president or the president's designee.

C. Representation/Attendance

Out-of-State - representation by employees of a university at a convention or meeting outside the state is to be held to a minimum, usually one (1) person. Attendance by more than two (2) persons from a single academic or administrative unit or department, will be justified in writing and considered on a case-by-case basis.

- D. Out-of-state travel by university employees is subject to whatever additional policies are extant at each institution, as well as applicable state statutes and regulations.

Policy Number: 3-604	Policy Name: Reimbursement to Overseas Personnel for Personal Loss
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### 3-604 Reimbursement to Overseas Personnel for Personal Loss

Certain programs in the Arizona University System may require some employees to spend prolonged periods of time in foreign countries. Conditions may arise that require university personnel to evacuate a country under circumstances that make it impossible for the employees to take personal property with them. These employees may submit claims for reimbursement for personal property abandoned in a foreign country provided the following criteria are met:

- A. The employee must be in the country on assigned official business of the university.
- B. Departure from the country must be as a result of a United States Department of State ordered evacuation of U.S. citizens.
- C. Claims for reimbursement must be supported by shipping documents showing shipment of the items to the foreign country. Claims for items purchased in the country must be supported by proof of purchase.
- D. No reimbursement will be made for items covered by personal insurance.
- E. Reimbursement will be made in accordance with the scheduled amounts provided for Agency for International Development employees in the A.I.D. policy manual.
- F. Reimbursement must be made from funds available under the contract or grant which required the employee's presence in the foreign country and in no case will be made from general university funds.

Policy Number: 3-605	Policy Name: Payroll Deductions for Charitable Contributions
Policy Revision Dates: 4/96, 10/89, 9/83	Page 1

### 3-605 Payroll Deductions for Charitable Contributions

- A. Payroll deductions may be authorized for the purpose of contributing to a university fund raising campaign, or to a club for faculty or staff, or both, if the payroll deduction program is recognized by the university president and authorized by the Board of Regents.
- B. Each university president shall approve payroll deductions for dues in any recognized association comprised of at least twenty-five per cent of the faculty, or of the staff employees of the university.
- C. Each university president shall approve payroll deductions for contributions made to a charitable organization provided that a fund drive by such organization shall be applicable to all state agencies and further provided that no individual may have more than one payroll deduction for charitable purposes to be in effect at the same time. Contributions under 3-605 A. above are not contributions for charitable purposes under this paragraph.
- D. Each university shall promulgate written procedures for implementing paragraphs A, B and C above. Said procedures shall provide for the approval of any fund raising campaign for the university or contributions to a club for faculty or staff by the president and the Board of Regents prior to implementing the payroll deduction program.

Policy Number: 3-606	Policy Name: Allocation of Land Fund Income
Policy Revision Dates: 9/00, 8/92, 10/83, 9/83	Page 1

### 3-606 Allocation of Land Fund Income

All income derived from those land funds specified in A.R.S. §15-1662 and appropriated to the Board for each fiscal year, shall be allocated among the universities as follows:

A. Universities Land Fund

Beginning with the 1998-99 fiscal year, the universities land fund shall be known as the eminent scholars matching grant fund as that term is defined in A.R.S. §15-1663B. The eminent scholars matching grant fund shall be allocated proportionately among the three universities based upon the total student credit hours in the Fall of the previous fiscal year, from the university's fall 21-day enrollment report.

B. Normal School Land Fund

The income shall be allocated equally among the three universities.

C. Agricultural and Mechanical Colleges Land Fund

1. One-half of the income shall be allocated to the University of Arizona.
2. One-half of the income shall be allocated proportionately among the three universities based upon the student credit hours in the fall of the previous fiscal year generated in engineering programs at each university.

D. School of Mines Land Fund

The income shall be allocated solely to the University of Arizona.

E. Military Institutes Land Fund

The income shall be allocated proportionately among the three universities based upon the student credit hours in the fall of the previous fiscal year generated in ROTC or military science programs at each university.

Policy Number: 3-607	Policy Name: Lease-Purchase Acquisition
Policy Revision Dates: 5/89	Page 1

### 3-607 Lease-Purchase Acquisition

Acquisitions of personal property in the amount of \$1 million and greater by means of a lease-purchase shall be submitted through the Resources Committee for approval by the Board. Minimum information required is:

- A. Description and purpose of the acquisition.
- B. The total cost of the acquisition.
- C. Names of the other parties.
- D. Proposed funds source.
- E. Interest rate.
- F. Period of lease.