

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION  
Policy and Procedures Manual

SUBJECT: FINANCIAL AFFAIRS  
Policy 901.14 – Payment or Expense Reimbursement for University Employees by Affiliated Organizations

**Approved: September 23, 2004**

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**I. Board Policy**

A. Each campus CEO shall promulgate policy and procedures governing payments or expense reimbursement to or on behalf of MUS employees or departments by campus affiliated foundations and organizations.

B. The policies and procedures adopted shall include:

1. Written guidelines outlining acceptable uses for which affiliated organization funds may be requested for payment or reimbursement.
2. A campus approval process for any university employee or department requesting direct payment or reimbursement of expenses from affiliated organization funds.

**II. Procedures**

A. Policies and procedures adopted pursuant to this policy shall be forwarded to the Office of the Commissioner of Higher Education and shall be available to the Commissioner and Board of Regents.

B. Initial campus policies and procedures promulgated under this policy shall be in place no later than 90 days after this policy is adopted.

History:

Payment or Expense Reimbursement for University Employees by Affiliated Organizations, approved by the Board of Regents on September 23, 2004 ([ITEM 124-110-R0904](#))