



DCCCD BUSINESS PROCEDURES MANUAL  
36.0 – DCCCD-RELATED FUNCTIONS AND EXPENDITURES

Reviewed 02/06/09

Revised 10/02/09

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**GUIDELINES FOR DCCCD-RELATED FUNCTIONS AND EXPENDITURES** **36.0.0**

**GENERAL INFORMATION** **36.1.0**

- A. These guidelines have been developed to preserve and protect the high level of public trust earned and valued by the Dallas County Community College District. The guidelines pertain to expenditures which may be charged to the following account categories:
1. Official Functions
  2. Employee Development
  3. Employee and College-Related Activities
  4. Student Activities
  5. Business and Travel Expenses
  6. SECC Supported Functions and Expenses
- B. Expenditures from the "Official Functions", "Employee Development", and "Employee and College-Related Activities" accounts must have prior approval from the location CEO, or approval from his/her respective designees. The names of the designees must be on file at the college/location.
- C. Normal Purchasing procedures need to be followed for food purchases.

**OFFICIAL FUNCTIONS** **36.2.0**

**A. LIMITS**

1. Charges to "Official Functions" should be limited to expenditures for events designed wholly for the purpose of creating and enhancing public awareness, understanding, and public support for the DCCCD college/location through external functions, not exclusively involving DCCCD employees.
2. Funds expended from this account category should not directly benefit nor appear to directly benefit any DCCCD employee or group of DCCCD employees.
3. Funds should not be used to offset normal personal expenditures or DCCCD authorized business and travel allowances.
4. Agenda, flyer or other evidence of activities must be attached as documentation.

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**OFFICIAL FUNCTIONS (continued)**

**36.2.0**

**B. TYPES OF FUNCTIONS**

Examples of the types of functions that may be categorized as "Official Functions," but not limited to the following:

1. Advisory committee meals
2. Receptions related to college-wide community activities, such as art shows and guest lecturer appearances.
3. Refreshments and meals for business, civic Leaders and official college visitors.
4. Open houses
5. Receptions for introducing a new college president to the community
6. Recruitment/Job fairs
7. College Night
8. Commencement/Graduation receptions

**EMPLOYEE DEVELOPMENT**

**36.3.0**

**A. LIMITS**

1. Expenditures which may be charged to the "Professional Development" account are meals, refreshments, and travel in conjunction with a training session, seminar, or retreat in which ideas or concepts are introduced for **growth and development** of the employees.
2. District-wide councils or other staff meetings are not considered as employee development activities.
3. The guidelines for refreshments and food for employee development meetings are:
  - Less than 3 hours: Beverages only
  - More than 3 hours and less than 5 hours: Light snacks and beverages
  - More than 5 hours: breakfast, lunch and beverages
  - After 5 p.m.: dinner and beverages

**Exceptions must be approved by the location CEO or designee.**

4. Agenda, flyer or other evidence of activities must be attached as documentation.

**B. TYPES OF FUNCTIONS**

Examples of the types of functions that are classified as "employee development" are listed below:

1. DCCCD college/location retreats

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2. Orientations/Convocations
3. Training or development sessions
4. Conference Day
5. Return Week activities

**EMPLOYEE AND COLLEGE-RELATED ACTIVITIES**

**36.4.0**

**A. LIMITS**

1. Functions which are designed to generate or improve morale or working relationships or to support a civic/community outreach service performed by employees are classified as "employee and college-related activities". These activities must adhere to DCCCD Board Policy and must be consistent with college/location purposes.
2. These events may be paid from the President's Staff Function account at the discretion of the location CEO or his/her respective designees.
3. The Employee and College Related Activities Function account will be funded annually by no more than 30% of the commissions received from the college vending machine revenues and for convenience/grocery items sold in the bookstore and 100% of the commissions received from the vending machines for the district administrative and LCET locations.
4. The fund balance as of August 31 must not exceed the transfer limit amount for the current year. (An e-mail message must be sent to the District Supervisor, General Accounting, to facilitate the transfer.)

**B. TYPES OF FUNCTIONS**

Examples of the types of functions that are classified as "employee and college-related activities" are listed, but not necessarily limited, to the following:

1. College sponsored or location sponsored picnics or cookouts
2. Retirement programs
3. College sponsored or location sponsored social gatherings
4. Wellness club functions
5. Special employee recognition functions
6. Recreational activities
7. Coffee and refreshments for campus meetings
8. Chamber of Commerce memberships and banquet meals
9. Other civic memberships such as Rotary, etc., that support the mission of the college by providing a community outreach service. Such memberships must not provide direct benefit(s) to the individual(s) representing the college or District location.

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**C. TYPES OF CHARGES NOT PERMITTED**

1. Alcoholic beverages
2. Individual or institutional club memberships (that do not provide a civic/community outreach service as described in paragraph B.9. above, or that accrue direct benefits to the individual.)

**STUDENT ACTIVITIES**

**36.5.0**

**A. LIMITS**

1. Only student related activities should be charged to the Auxiliary Services Fund.
2. Agenda, flyer or other evidence of activities must be attached as documentation.

**B. TYPES OF FUNCTIONS**

In accordance with the Board of Trustees Policy FK (Local) student programs and activities are developed to:

1. Enhance and support instruction
2. Enhance individual development
3. Promote desired social interaction
4. Provide social and recreational activities

**BUSINESS AND TRAVEL EXPENSES**

**36.6.0**

A. Business and travel expenses are those ordinary and usual expenses incurred by a DCCCD employee in connection with a job assignment. A monthly business and travel allowance is provided to the employee to cover such expenses.

B. Examples of the types of expenses classified as "business and travel" are listed below:

1. Dues to civic organizations, such as Rotary Club, Kiwanis Club, and Lions Club
2. Lunches in conjunction with DCCCD business
3. Parking fees
4. Entertainment related to DCCCD business
5. Expenses related to travel incurred within the eligible travel area (as defined by section 9.1.0 of the DCCCD Business Procedures Manual), such as gasoline, toll charges, etc.