BUSINESS PURPOSE
Requirements

The business purpose must meet and comply with legal, IRS governmental and USNH auditing requirements. Providing thorough, complete transaction justifications and supporting documentation protects and benefits the system.

The business purpose should answer these questions:

Who initiated the transaction and who are the affected individuals or units?

What is the transaction for (what is being purchased)?

When did/will the activity take place (if applicable)?

Where did/will the activity take place (if applicable)?

Why the transaction is being completed and how does the transaction relate to or benefit the University?

The “why” is the most important piece of information to support a business need. This describes why the system is paying for the expense so this should support the missions of the system.

A detailed, relevant business purpose will help ensure more efficient processing of reimbursements, and lessen the chance of the expense report being returned for correction. Below are some examples of unacceptable business purposes, and suggestions on how to make them more detailed by including information on what the expense was, and why it was made. The detailed versions can also include who was involved, where it happened, or when it happened.

NOTE: We are engaged in the business of education, so describing the expense in that context is appropriate.

<table>
<thead>
<tr>
<th>Unacceptable Version of Business Purpose</th>
<th>Detailed Version of Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presented at conference</td>
<td>Presented a paper at the Exotic Animal Symposium to share research with colleagues</td>
</tr>
<tr>
<td>Meal with colleagues</td>
<td>Business meal with John Q. Doe – guest speaker from Purdue University and Jane Q. Smith – Asst. Prof. U of I</td>
</tr>
<tr>
<td>External Hard Drive</td>
<td>Portable USB Flash Drive needed for field research when away from the office</td>
</tr>
<tr>
<td>Lunch with donor</td>
<td>Lunch with donor to discuss giving opportunities to the college in support of the building campaign.</td>
</tr>
<tr>
<td>Research collaboration</td>
<td>Various trips throughout South America to research rural irrigation systems to provide data for journal publications titled “Improving Rural Irrigation Systems”.</td>
</tr>
<tr>
<td>Conference</td>
<td>Attended the International Bio-medical conference to keep up on current trends and for professional development.</td>
</tr>
<tr>
<td>Membership</td>
<td>This membership will provide certification for a program that I need in order to successfully complete my research work.</td>
</tr>
</tbody>
</table>

AUTHORITY TO SIGN CONTRACTS

DELEGATION OF SIGNATURE AUTHORITY BY THE USNH TREASURER

- The Board of Trustees of USNH has authorized the Treasurer to execute all contracts, leases, grants, deeds, negotiable instruments, and any other legal documents on behalf of the USNH and each of its component institutions.

- Pursuant to the authority granted by the Board of Trustees, the Treasurer has delegated to other individuals within the USNH limited authority to sign certain documents as agents of the USNH and their respective institution. No person is authorized to execute such documents on behalf of the USNH or their respective institution unless authority to do so has been delegated in writing by the Treasurer or other USNH or campus official authorized to make such delegations.

- Failure to observe this requirement may result in personal liability for the contract or individual responsibility for the representations made.

- Please check with your FSC manager to determine the appropriate signatory for your contract.

ACCOUNTS PAYABLE Check Run Schedule

Monday & Wednesday 9:30 am. Payments must be completely through the finance approval queue before this time for the payment to process.
TRAVEL POLICY

RESPONSIBILITY
- This policy is based on the honesty and integrity of the traveler. Travelers are expected to exercise good judgment when incurring travel costs, regardless of funding source.
- Business travel expenses will be paid by USNH if they are reasonable, properly authorized, appropriately documented with a well-defined, compelling business purpose, and within the guidelines of this policy.
- Costs should not be lavish or extravagant, but should be prudent, exercising the fiduciary responsibility entrusted in all USNH employees by the state, students, governmental and non-governmental sponsors, donors, and others who provide resources to USNH.
- All monies reimbursed will be for the lowest reasonable cost of travel given the particular circumstances.
- No portion of costs associated with personal travel will be paid by USNH.
- Travelers are responsible for familiarizing themselves and comply with this policy. Please make certain to review the Travel Policy material on-line prior to placing reliance on a dated printed version. [https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-travel](https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-travel)

FUNDRAISING, RECRUITING, AND TEAM TRAVEL
- USNH recognizes the unique nature of travel expenses incurred for fundraising, recruiting, team, and other specialized activities. If these activities necessitate a deviation from the stated travel policy, reimbursement may be obtained, provided written preapproval is obtained from the Campus CFO or designee and the Controller or designee.

TRAVEL INFORMATION
- Travel information may be obtained from the USNH Financial Services Travel website.

INSTRUCTIONS FOR COMPLETING REIMBURSEMENT FORM & OTHER TRAVEL LINKS
[https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-121-travel-forms](https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-121-travel-forms)
[https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-010-vehicle-rental-expenses](https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-010-vehicle-rental-expenses)
[https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-007-travel-meals](https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-007-travel-meals)

We are all an important piece of the University’s financial stewardship!