

Cornell College
POLICIES AND PROCEDURES

Department:	Business Affairs
Subject:	Gift Reimbursement Policy
Date Issued:	December 4, 2008
Date Revised:	
Approved By:	President's Council

POLICY

This policy outlines gift reimbursement guidelines for employees of Cornell College.

Policy Questions - Questions pertaining to this policy should be directed to your supervisor, division vice-president, controller (x4245) or director of human resources (x4243). It is the responsibility of the director of human resources, in conjunction with the controller and appropriate faculty committee, to update this policy.

Scope - This policy applies to faculty and staff at Cornell College for expenses to be reimbursed by College funds.

PROCEDURES

Student Gifts: The cost incurred to purchase personal gifts (for holidays and birthdays) for students is not reimbursable by Cornell College. Awards to recognize achievement are reimbursable.

Births, Hospitalizations, Deaths: Gifts for employees and their relatives related to births, deaths, hospitalizations, etc. are not reimbursable from College funds. Employees are encouraged to send cards, letters and other personal messages.

Employee Gifts: Gifts for employees for holidays, birthdays, and other recognition are not reimbursable from College funds. The College will make appropriate efforts to recognize employees at certain milestones in their work with the college.