

FYS \$75 Community Building Accounts Payable Guidelines

Each FYS section can spend up to \$75 for “community building activities.” Two of the most commonly used practices have been, either an FYS instructor has requested a reimbursement for an expense or ordered pizza on campus. Guidelines on these are located below.

Reimbursement of Expenses:

In order to receive reimbursement for qualified expenses you have personally funded you must provide the following:

1. Provide an Itemized receipt. A receipt with only a total will not be accepted. A scanned copy or JPEG is acceptable.
2. Provide a general description of the expense (if not explicit on the receipt) and **include a list of names/attendees** if funds were used to host an event, provide a prize to someone, host a meal, etc.
3. Provide the required documentation on yourself including: your full name, Drake ID#, home street address & the FYS course the reimbursement is for.

#2 & 3 should be included with the attached direct pay form and emailed to nicki.kimm@drake.edu. Reimbursement will be mailed to the address on the direct pay form.

Sodexo/Food on Campus:

All food on campus must be ordered through Sodexo catering. Sodexo had a faculty/staff shoestring order form that I have attached here.

1. Order preferred at least ONE week prior to the event.
2. All catered orders that are placed on a shoestring catering order form at to be picked up and returned to the catering kitchen located in the upper level Olmsted Center at the top of the stairs and through the exit door.
3. If the shoestring menu does not fit your needs, Sodexo will gladly work with your group to accommodate your food and budget requirements. Please contact the catering office at 515-271-3518.

FAQ's

8/18/2015

- Can I buy groceries and make food to take to my class?

If you are having the food off campus, this is allowable. Otherwise, **no food should be served on campus unless it is ordered through Sodexo.**

- What if I can buy the pizza cheaper off campus?

The only food allowed on campus is food that is ordered through Sodexo. You can request Papa John's pizza via Sodexo. The attached shoestring catering form provides for discounted menu items.

- My class requires that I bring in special food that Sodexo does not offer. How do I handle this?

Contact Brett Lindman, Catering Director, and request an exception. Brett Lindman at 271-3518 or brett.lindman@sodexo.com

If you have other questions, please contact Nicki Kimm - prior to spending the money - to ensure that all Drake accounting and vendor rules are followed. If you do not, I cannot guarantee that you will be reimbursed for any expenses you incur. And note that \$75 is a hard limit. That is what is in the budget. If you spend more than \$75, I will not be able to reimburse more than that amount.

If you have any questions about allowable expenses, please contact Nicki Kimm at 515-271-1829 or nicki.kimm@drake.edu.