The table below provides additional information for recruitment expenditures:

|  |  |  |
| --- | --- | --- |
| Activity | Special Notes | More Information |
| General Travel, Procurement Policies | Funds spent without PRIOR notice will not be guaranteed. Indeed, we have had times where individuals were not reimbursed and had to cover expenses that were not pre-authorized. | [Link to General Procurement Polices](http://www.radford.edu/content/financial-services/home/policies-procedures.html)  [Promotional Items and Incentive Policy](http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/PromotionalItemsPolicyrevised09022010.pdf)  [FAQ](http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/SpendingGuidelinesFAQ7708.pdf)  [Improper University Expenditures](http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/ImproperUniversityExpenditures.pdf)  [Link to In-State Travel Guideline Table](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2011.pdf)  [Travel Reimbusement Checklist](http://www.radford.edu/content/dam/departments/administrative/financial-services/Travel-Reimbursement-Check-List.pdf)  [Link to RU Travel Forms](http://www.radford.edu/content/accounting-services/home/travel.html) |
| Rental Cars | The state has an agreement with Enterprise. | [Link to RU Travel Forms](http://www.radford.edu/content/facilities-maintenance/home/administrative-services/enterprise-rentals.html) |
| Food Expenses  **NOTE:**  Approval to buy or provide refreshments is extremely limited by current policy. | The state sets an authorized amount of food expense per person. If your activities are on or near campus, you will likely be required to have RU cater the event. Make sure the food expenses are covered for reimbursement PRIOR to planning your event. | [Link to RU Catering Services and Menu](http://www.dineoncampus.com/radford/show.cfm?cmd=catering)  [Food and Beverage Policy](http://www.radford.edu/content/dam/departments/administrative/budget/Original_Food_and_Beverage_Policy032813.pdf)  . |