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SECTION 1: POLICY STATEMENT AND PURPOSE

This policy outlines best practices and responsible expenditures for professional development for university employees. This policy applies to all expenses as described in this document regardless of the department or type of funding supporting the expenses.

This policy is intended to:

- Enable the University to protect its reputation and non-profit status by avoiding excessive or inappropriate spending;
- Ensure that professional development-related expenses charged to sponsored projects conform to the regulations and restrictions placed on the use of the funds by the sponsor; and
- Provide budget managers with resources and guidelines to control how their budgets are expended.

Individuals within the University community are expected to act as stewards of University funds when making purchases. Responsible and ethical expenditure of University funds requires the proper consideration of price, quality, reliability, and compliance with donor and sponsor requirements. To this end, Drury University will incur or reimburse expenses that are:

- For a University business purpose;
- Reasonable and necessary;
- Aligned with Drury University's best business practices;
- Properly documented, approved, and submitted; and
- Compliant with federal, state, and local laws.

This policy applies to all University personnel.

Some University departments have instituted more restrictive policies for purchases described in this policy. Additionally, some grants and donor agreements include more restrictive policies. In cases in which there is a discrepancy between this policy and a department, granting agency, or donor restriction, the more restrictive policy will apply.

SECTION 2: PAYMENT

- A. All professional development expenses must be paid by university credit card to the fullest extent possible.
- B. Payment of an invoice through Accounts Payable is the University's next preference.
- C. In situations in which a University credit card or check is not accepted, a cash advance is the next preferred method.
- D. Only if these methods are not optional, or if there is a malfunction of a university credit card, may an individual use personal funds and seek reimbursement from the University.

SECTION 3: PROFESSIONAL MEMBERSHIP DUES

- A. All professional membership expenses must conform to the general guidelines established in policy 405.101P: Purchasing.

- B. Faculty
 - 1. In general, professional membership dues for faculty employees, whether required for a professional certification or credential as a requirement of the employee's position, will be expensed against the employee's annual professional development allocation.
 - 2. Exceptions may be granted by the requesting employee's supervising budget manager, divisional dean, or divisional vice president/executive director as budget funds allow.
- C. Staff
 - 1. In general, professional memberships for covered (non-officer) employees should be approved in advance by the requesting employee's divisional vice president/executive director, in order to ensure that the membership is a necessary expense and in line with the division's requirements and goals.
 - 2. Exceptions may be granted by the requesting employee's divisional vice president/executive director.

SECTION 4: CONFERENCES, TRAINING, AND OTHER PROFESSIONAL DEVELOPMENT

- A. All conference, training, and other professional development expenses must conform to the general guidelines established in policy 405.101P: Purchasing.
- B. Divisional vice presidents/executive directors are responsible for setting budgets for professional development in their divisions.
- C. All professional development expenses for non-officer employees must be approved by the employee's budget manager prior to the expense.
- D. Among other factors, cost, the amount of time an employee will be away from duties, and benefit to the University should be considered when evaluating professional development requests.
- E. All professional development should also benefit the University, through enrichment of an employee's job-related knowledge, recognition of university employees' and/or students' academic or professional achievements, networking to further university business, etc.
- F. For annually occurring events, departments are encouraged to rotate attendance of different personnel or send the same personnel only on a bi-annual basis.

SECTION 5: DEPARTMENTAL RETREATS AND WORKSHOPS

- A. Retreats and workshops may be held for university business purposes with prior approval from the appropriate divisional vice president/executive director.
- B. Except in rare instances, campus facilities should be used.
- C. Cost guidelines for meals related to departmental retreats and workshops may be found in policy 405.104P: Meals and Entertainment Expenses.

SECTION 6: ETHICAL PRACTICES

- A. All University employees are governed by the ethical policies outlined in the Faculty Handbook and Staff Policy Handbook.
- B. Additionally, employees making purchases for the University must comply with the principles outlined in policy 405.000P: Standards of Business Conduct.

SECTION 7: ENFORCEMENT

- A. Violation of any portion of this policy may result in disciplinary action, up to and including termination of employment.
- B. Employees who incur expenses in violation of this policy may be expected to reimburse the University for the amount of the expense. The amount of any identified unauthorized expense will be added to the employee's University account. Standard terms of payment will apply.
- C. See policy 405.000P: Standards of Business Conduct for more information.