New Reasonable Expense Guide

To:
University of Arizona Employees
Names and titles:
Financial Services

Date:
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Financial Services has created a new Reasonable Expense Guide[^1] to support campus in understanding our standards and responsibilities when spending University funds.

Please review this resource with your departments or colleges, as it provides information about University funding, public money and reasonable spending. It also includes reference questions to help determine if an expense or purchase is appropriate and supports the University’s mission.

All University purchases and expenses require a business purpose statement with documentation. Employees are encouraged to review both the Reasonable Expense Guide and Business Purpose Guide[^2] before making any purchases.

Training on reasonable expenses and business purpose statements is in development. We will provide an update when it is available.

For questions, please contact your fund accountant[^3].

[^1]: https://financialservices.arizona.edu/accounting/business-purpose/reasonable-expense
[^2]: https://financialservices.arizona.edu/accounting/business-purpose
[^3]: https://financialservices.arizona.edu/accounting/fund-accountants