

USC Price

Sol Price School of Public Policy

PURCHASING & SPENDING GUIDELINES

As the University faces serious financial ramifications from COVID-19, Schools are expected to continue following important purchasing guidelines. These will be updated if restrictions are eased at some point in the future.

Current pause on discretionary spending

- Food
- Meals
- Events
- Holiday parties
- Gifts/gift cards
- Recognition/appreciation gifts and activities
- Nonessential supplies
- Expenditures that are not critical to the operation of the University

Current pause on travel

- Until further notice, all domestic and international travel is suspended for students, faculty, and staff (except for the purpose of returning students home).
- Booking travel via Christopherson Travel or online in the Travel & Expense Portal (SAP Concur) can make obtaining refunds easier.
- [University's Fall 2020 Travel Guidance](#)

Supplies or equipment beyond normal operational needs

- Specific business purpose must be provided
- Supervisor approval is required

Parking

- No University funds are permitted to cover daily, weekly, and monthly University parking permits. This includes parking permits purchased when an employee of one campus (e.g., UPC) incurs parking expenses at another campus (e.g., HSC).

Town cars and limousines

- The cost for a town car, limousine or other type of executive ground transportation service that exceeds the cost of a customary taxi charge is only allowed when justified by a business purpose and approved by the Senior Business Officer.
- Uber and Lyft rides are not reimbursable unless there is a need for a special exception.

Charitable and sponsorship contributions

- Must be approved by a Dean or Vice President

Overtime

- Must obtain supervisor approval

For more information: [Travel & Expense Coronavirus \(COVID-19\) FAQs](#)

September 2, 2020