

This policy is adapted from the operational principles of the UM Development Office. It refers to reimbursement of expenses related to fundraising.

Travel involving donor cultivation or fundraising event trips outside of Miami-Dade and Broward County must have prior written approval from the College's Assistant Dean of Development or the Dean of the College and a pre-approved donor strategy.

Reimbursements for travel and expenses relating to donor cultivations and solicitations will only be reimbursed if documentation in writing is provided as part of the eBERF with the approval of the Assistant Dean of Development or the Dean of the College with respect to donor strategy.

Approved items for reimbursement for the donor-related portion of the trips include but are not limited to mid-size rental cars, moderately priced restaurants, moderately priced hotels, parking, and tolls.

If there is a need for exceptions to this policy, email the Dean of the College prior to the trip.