



**UNIVERSITY OF DENVER
POLICY MANUAL
MEMBERSHIPS**

Responsible Department: Office of Provost
Recommended By: Provost, SVC Business and
Financial Affairs
Approved By: Chancellor

Policy Number
PROV 3.40.010

Effective Date
6/28/2021

I. INTRODUCTION

The University administration recognizes that it is in the interest of the University for its faculty and staff to participate in the activities of certain professional, civic, and social organizations at the University expense. This Policy sets forth the manner in which University faculty and staff may participate in such organizations at the University's expense.

II. POLICY OVERVIEW

When any membership costs are to be paid by the University, the appropriate dean or staff department director must:

1. Be provided an explanation of the benefit to the University, particularly in those cases where the benefit is not as self-evident as is membership in professional associations; and
2. Approve the membership.

When any membership costs are to be paid by the University, the University is to be named as the member with a specific person or persons named as the University representative unless approved otherwise.

III. PROCESS OVERVIEW

Requests for payment of dues, membership fees, etc., must be signed by the Budgetary Manager (see Policy 2.10.020 *Budgetary Responsibilities*) if approved as part of the basic budget and the appropriate vice chancellor if not approved.

Reimbursement for luncheons, travel to meetings, etc., related to membership, shall be reimbursed in accordance with the policies covering reimbursement of personal expenses and travel.

The Budgetary Manager (see Policy 2.10.020 *Budgetary Responsibilities*) shall submit with his/her annual budget request a separate list of all such memberships and names of the representatives.

IV. DEFINITIONS

None

Revision Effective Date	Purpose
<i>6/28/2021</i>	<i>Minor revisions</i>