



UNIVERSITY OF DENVER  
POLICY MANUAL  
MEMBERSHIPS

**Responsible Department:** Office of Provost and Business and Financial Affairs

**Recommended By:** Provost, VC Business and Financial Affairs

**Approved By:** Chancellor

**Policy Number**  
3.40.010

**Effective Date**  
6/8/2018

**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 Budget 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