INSTRUCTIONALLY RELATED ACTIVITIES BASELINE EXPENDITURE GUIDELINES

Two main guiding principles for the use of IRA Fee dollars:

- Expenditures should be those that support the activity or laboratory experience approved as an Instructionally Related Activity. Such expenditures should be “properly and integrally related to the campus’s formal instructional offerings.”
- Expenditures should be for those costs that are not a part of the regular cost of instruction

Specifically, IRA student fees may not be used for:

- Support of faculty salaries.
- Capital expenditures, such as those related to land acquisition, construction of new facilities or remodeling of existing facilities.
- Scholarships or gifts (see IRA Discretionary Funds below).
- Food not directly related to travel.
- Fees for non-students to travel, participate in IRA activities or fund raising events.
- Expenses for students or faculty to attend conferences.
- Rental films used as an instructional aid.
- Publications designed primarily to inform or entertain and which are not an outgrowth of a classroom activity. Student Newspapers or classroom publications are examples of appropriate publications.

IRA funds may be used for the following:

- Performance/competitions.
- Other non-competitive, participatory experience as it relates to the approved IRA program and adds to the quality of the educational program and is an important instructional experience to the students.
- Lodging, meal and travel expenses for CSU, Chico teams and faculty advisor when participating in out-of-town competition, as allowed by CSU/campus Travel & Hospitality Policies. If allowed, Faculty/Staff Advisors travel at same rate as students. (i.e., if 4 students to a room, ¼ of advisor room out of IRA funds only).
- Lodging and meal costs for visiting teams when included as part of a written agreement CSU, Chico has made with the visiting college/university.
- Fees for competition officials or referees.
- Trophies and other awards for tournaments and other competitions CSU, Chico is sponsoring with outside teams.
- Clothing and accessory items that remain the property of the University (e.g., uniforms/costumes for athletic teams, band, pep squad, theatre and dance productions).
- Equipment, supplies and materials that support the activity or laboratory experience (not classroom lab work) approved as an Instructionally Related Activity.
- Student Assistant wages expended directly to support the IRA activity or non-classroom laboratory experience.
- Student travel and athletic insurance costs.
- Publicity costs.

IRA Discretionary Funds (not from student fees, i.e. gate sales, competition awards, fundraising) may be used for:

- In-house gifts/awards for CSU, Chico team members (e.g., clothing items/accessories that are intended to leave the University).

Questions regarding the appropriateness of an expenditure from IRA funds should be directed to Kathleen Gentry, Staff, Instructionally Related Activities, at kgentry@csuchico.edu prior to purchasing or any expenditure decision is made. Ask before you spend when in doubt.

NOTE: Separate IRA Special Athletic Fee is subject to CSU/Campus Expenditure Policies.