



## BASELINE EXPENDITURE GUIDELINES

There are 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, subject to CSU/Campus Travel & Hospitality Policies
- Food not directly related to travel
- Fees for non-students to travel and/or participate in IRA activities or fundraising events
- Expenses for students or faculty to attend conferences, unless students are directly participating as part of the conference (see bullet #2 in the following section)
- 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:

- Performances/competitions
- Other non-competitive, participatory experience as it relates to the approved IRA activity/program and adds to the quality of the educational activity/program and is an important instructional experience to students
- Lodging, meal, and travel expenses for CSU, Chico teams and faculty advisor(s), when participating in out-of-town competitions, as allowed by CSU/Campus Travel & Hospitality Policies; faculty/staff advisors travel at the same rate as students (i.e., if 4 students to a room, ¼ of advisor room would be 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
- Insurance costs for student travel and athletics
- Publicity costs

Questions regarding the appropriateness of an expenditure from IRA funds should be directed to [ira@csuchico.edu](mailto:ira@csuchico.edu) prior to any expenditures. Please ask before you spend when in doubt.

NOTE: Spending of the IRA Special Athletics fee dollars is subject to CSU/Campus Expenditure Policies.