



TO: All Xavier Employees
FROM: Senior Leadership Council

DATE: July 28, 2024
SUBJECT: FY25 Spend Control Directive

As we enter a new fiscal and academic year in 2024-2025, Xavier University will hold in balance two perspectives on our financial strength.

On one hand, the University has strong cash reserves built up from years of smart and tough decisions, and concrete strategies are currently being put in place to develop future financial strength through Sustaining Excellence. These strategies include numerous investments in high priority areas. Furthermore, Xavier faculty and staff have demonstrated a strong commitment over the years to fiscal responsibility and budget management.

On the other hand, we will need to continue to exercise even stricter spending care in the year ahead. There is another large operational deficit built into the FY25 budget, which will require even more intentionality to be applied to every decision we make. Each dollar impacts our bottom line and our ability to invest in future growth and development.

In our ongoing commitment to financial responsibility and sustainability, it is crucial that we support these directives as a collective. Fiscal discipline is not merely a recommendation, but a necessity. Central oversight on a granular level assists the University in developing clear and more strategic spending practices. By conscientiously evaluating our expenditures, we can ensure more of our resources are being directed to support our core mission and objectives. Essential purchases will be approved.

This updated guidance outlines key areas where all employees can contribute to our financial health through smart spending practices. All employees are expected to adhere to University Policies and new guidance, effective immediately through June 30, 2025 (subject to change). All funds and organizational funds are University funds, regardless of the office with oversight, and are subject to the following:

1. SPEND CONTROL TOWER:

- All non-travel spend will be funneled through XavierBuy. Only goods and services deemed critical to your department should be submitted.
- Increased scrutiny of all XavierBuy transactions at the SLC level.
 - Transactions over \$500 will require approval by SLC member and by Spend Control Tower.

- Strict adherence to Purchase Orders for all goods and services. Do not place any verbal orders with suppliers. All invoices must include the Purchase Order number. This is imperative to assure Financial Administration has visibility to all commitments.
- All requests should include a clear justification in the comments as well as in a drop-down menu.
- IT policy: No hardware/software purchases will be permitted without the consultation and approval of IT.
- External Grants: Spending on a grant must include grant information in the justification.
- Timeframe: XavierBuy transactions approval cycle will be significantly longer than users are accustomed to. More upfront planning will be necessary. Plan is for requisitions to be reviewed on a weekly basis. Weekly deadline for approvals will be provided to assist with planning.

2. TRAVEL FREEZE:

- Effective immediately, travel for staff and faculty is not allowed except for:
 - Staff or faculty traveling to accompany students on approved student travel, including student conferences, student-athlete team travel, and student development opportunities.
 - EMSS/student recruitment
 - Development/fundraising
 - Government relations
 - Tenure-track faculty where travel is critical to tenure path
 - Travel funded by external grant money
 - Travel that is already booked and paid as of July 28, 2024
- Any future travel requests will require SLC approval.

3. TRAVEL MEAL POLICY CHANGE:

- Maximum meal per diems are equivalent to destination city General Services Administration (GSA) dinner rate.
 - Exceptions for Development, fundraising, team travel and fee-based Student Involvement.
 - Certain P-Card Merchant Category Codes will be blocked, including food and drink.
 - Active P-Card codes will be travel-only: airline, hotel, rental car, other travel (Uber, Lyft) and vehicle expense (fuel stations).
 - A limited number of P-card holders will be exempt from this constraint.
 - Individuals will be identified to handle emergency situations and will not have category codes blocked.
 - Travelers can submit an expense reimbursement for unexpected transactions in blocked P-Card codes.

4. CATERING:

- Immediate strict adherence to the approved Travel, Meals and Entertainment Expense Policy section 11.4.2 “University Functions and Catered Meals,” which follows:
 - University funds may not be used to provide food at seminars, departmental and/or divisional meetings, retreats, workshops, orientations, or other University functions. Under this policy, the University may pay for expenses for food and/or refreshments at meetings with external stakeholders (e.g., alumni, donors or prospects, advisory board members), activities involving volunteers, activities at which a majority of the participants are students, and special events involving University employees. This includes official dinners, receptions, and University sanctioned events intended to honor or show appreciation to employees.
- Employees should refrain from scheduling internal meetings and events during mealtime hours, thus reducing the need to provide food. Any expenditures for meals where only University employees are present must be approved in writing in advance of the event by the President or a member of Xavier’s SLC.