UClub Invoice

I thought it would be helpful if I gave you a listing and examples of the treatment of expenses you may incur at the UClub.  The categories of treatment are:

1. **Non-business/Non-reimbursable** - triggers W-2 income
	1. family outings, entertaining friends and family, etc.
	2. paid by you directly to UClub
2. **Business/Reimbursable** – does not trigger taxable income
	1. any charges incurred for business meetings.  This includes meals, meeting room charges, parking, and similar expenses.
	2. paid by you directly to UClub.  These expenses will be reimbursed to you after a T&E form has been submitted.
3. **UClub dues**
	1. The Foundation will pay on your behalf.  If you incur any expenses mentioned in 1. above (Non-business/Non-reimbursable expenses), dues paid on your behalf for the entire year will be included on your W-2 as taxable income.  As a warning, the IRS has not shown they will take a reasonable approach to small infractions on this rule based on previous audits of private foundations.
	2. paid directly to UClub by the Foundation on your behalf after statement has been forwarded to Finance for payment.  No T&E form is required for dues payment.
4. **Events/Meetings hosted by Foundation**
	1. The Foundation will pay on your behalf.
	2. paid directly to UClub after a T&E form has been submitted. Business purpose and listing of attendees is required.