



**University of Massachusetts Dartmouth
University Internal Control Plan/UMass Club Guidelines**

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UMass Club Guidelines

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Purpose: To establish guidelines for institutional use of the UMass Club located at 225 Franklin Street, Boston, MA

Guidelines:

1. All UMass Club memberships are individual memberships and are not reimbursable by the University.
2. Legitimate business expenses for meals at the Club must be paid by the member consistent with applicable Club policy. A request may be made for an appropriate reimbursement for business expenses in accord with University policy.
3. Neither the UMass Procard nor corporate card may be used for Club expenses under any circumstances.
4. All "official" campus sponsored events held at the Club must be approved by the events approval person on the Dartmouth campus as a valid campus sponsored event. That individual for Dartmouth is Jeffrey Wolfman. Although such official events require an individual club member sponsor, the "events approval person" will coordinate with the UMass Club how and when authorized official events will be approved and billed to the campus.
5. Official events are exempt from some taxes since the University is tax-exempt, so prudence dictates a careful review of all requests for an official event designation. That is, routine approval should not be anticipated for such events.