
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 12.01

Effective: January 23, 2009

SUBJECT: Fringe Benefit Tax Classification Policy for Complimentary Athletic Tickets issued to UNO Athletic Department Employees

PURPOSE: To set forth administrative policy and procedures pertaining to the classification and tax-exempt treatment of complimentary athletic event tickets issued to UNO Athletic Department employees, as a working condition fringe benefit.

AUTHORITY

Article VII, Section 4, By-Laws and Regulations of the Board of Supervisors of the Louisiana State University System.

United States Department of the Treasury, Internal Revenue Service (IRS), Sections 132 & 162 of the Internal Revenue Code of 1986

OBJECTIVE: To adopt a non-discriminatory policy in accordance with IRS regulations that allows the distribution of complimentary tickets to Athletic Department employees, regardless of salary, to perform his or her job duties. Such tickets are to be used solely by the employee for his/her personal attendance at sporting events. University employees, other than Athletic Department employees with a job-related duty, will not be issued complimentary tickets.

DEFINITION

FRINGE BENEFIT- is a form of pay for the performance of services (including property, services, cash or cash equivalent) in addition to stated compensation. Fringe benefits for employees are taxable wages unless specifically excluded by a section of the Internal Revenue Code (IRC). (IRC § 61 IRC § 3121, 3401) IRC § 61(a)(1)

GENERAL POLICY

As a general policy, complimentary tickets (including Season Passes) to athletic events are not to be issued to UNO employees, other than the Athletic Department employees whose personal attendance is required at the event in order to perform his or her job duties. In such cases, the University shall treat such tickets in accordance to IRS working condition fringe benefit.

PROCEDURE

- 1. ISSUANCE OF COMPLIMENTARY TICKETS.** The issuance of complimentary tickets to University employees is prohibited, with the exception of employees of the Athletic Department whose personal attendance is required at an event, in order to perform his or her job duties.
- 2. WORKING CONDITION FRINGE BENEFIT.** The tax-exempt treatment of complimentary tickets issued to a UNO Athletic employee will be classified in accordance to

IRS working condition fringe benefit regulations and will not be reported on the employee's W-2 form.

- 3. NON-TRANSFERABLE.** Complimentary tickets are to be used solely by the employee for his/her personal attendance and is non-transferable. Athletic Department employees attending athletic events in order to perform his or her job duties are required to sign the *Employee Game Attendance Sign-in Sheet* maintained by the Athletic Ticket Manager or his designee at each event. The attendance sheet will list all Athletic Department employees eligible for complimentary admission to that event.

RESPONSIBILITIES

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS is responsible for maintaining adequate records and documentation to substantiate the use of employee complimentary admissions per event.

FINANCIAL SERVICES is responsible for updating this policy as IRS changes occur.

Timothy P. Ryan,
Chancellor