



**THE UNIVERSITY of  
NEW ORLEANS**

**ADMINISTERED BY: Office of the President**

**Policy No:** AP-OP-06.2  
**TITLE:** Fringe Benefit Tax Classification Policy for Complimentary Athletic Tickets  
**EFFECTIVE DATE:** February 7, 2014\*  
 (\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

**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 fringe benefit and proper tax treatment of other complimentary tickets.

**AUTHORITY**

*Bylaw Chapter V, Section IV.B of the Board of Supervisors of the University of Louisiana 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 Department Athletics employees, regardless of salary. Such tickets are to be used solely by the employee for his/her personal attendance at sporting events. Specific University employees, other than Department of Athletics employees, as authorized by University of Louisiana Board Resolution will be issued complimentary tickets. No other University employees, except those listed, will 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 may be issued to UNO employees as authorized by University of Louisiana Board Resolution. The Department of Athletics must report the issuance of tickets to UNO Payroll Office for proper tax treatment. For Department of Athletics employees whose personal attendance is required at the event in order to

perform his or her job duties, complimentary tickets (including Season Passes) will not be required for entrance into the event.

#### **PROCEDURE**

- 1. Issuance of complimentary tickets.** The issuance of complimentary tickets to University employees is authorized by University of Louisiana Board Resolution.
- 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.

#### **RESPONSIBILITIES**

**Department of Intercollegiate Athletics** is responsible for maintaining adequate records and documentation to substantiate the use of employee complimentary admissions per event. The Department of Intercollegiate Athletics will send a list of those individuals receiving complimentary tickets to payroll after the conclusion of each basketball and baseball season.

**Office of the President** is responsible for updating this policy as IRS changes occur.



John W. Nicklow, Ph.D.  
President  
University of New Orleans

\*Policy Updates:  
Revisions: 7/18/2016