



SUBJECT:	Gifts
POLICY NO:	III:20
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	November 1, 2003
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

There are strict IRS regulations governing gifts to employees. A gift may be considered a taxable benefit, in which case the value of the gift would have to be included as taxable income to the employee. Therefore, it is the policy of the Hennepin Healthcare Research Institute (HHRI) not to use HHRI funds to purchase gifts for employees other than through corporate sponsored employee programs (service awards, anniversary awards, company events, and remembrances).

II. REFERENCES:

- HHRI Business Expense Guidelines (<http://hhrinstitute.org/wp-content/uploads/MMRF-Business-Expense-Guidelines-Rv2017.pdf>)