**Section 355.4 Use of Gift and Donation Funds**

a) The Department shall allow for wide variation and use of items the Department may acquire for its benefit or the benefit of its clients, providing such benefits are in accordance with Department procedures and accepted practice, or are in accordance with appropriate planning for children.

b) Any travel reimbursement paid by Department gifts and donations must be in accordance with state travel regulations.

c) Cash advances shall not be made to employees for salaries or travel expenses of for any other purpose from gift and donation funds.