

Instructions for FSU Travel and Research Support Fund Reimbursements

Guidance on what qualifies for FSU Travel and Research Support (RES) reimbursement is outlined in Section 26.6 *Qualifications and Limitations* of the Faculty Collective Bargaining Agreement (https://hr.umb.edu/uploads/documents/Faculty_Staff_Union_Contract_July_1_2017_to_June_30_2020.pdf).

1. **Required Forms.** All forms needed to complete the requests for FSU Travel or RES reimbursement are located on the Controller's web page (<https://www.umb.edu/controller/forms>).
 - CON-02: Travel Expense Report; and
 - CON-07: Employee Business Expense Reimbursement
2. **Submission of Receipts.** Receipts must be provided for expenses.
 - Receipts should have evidence of payment method (e.g. last four of credit card used, etc.);
 - Individual receipts smaller than 8.5"x11" sheet of paper need to be taped to an 8.5"x11" sheet of paper to ensure no receipts are lost in the process, and to facilitate scanning of the documents (please do not staple receipts); and
 - If you are missing a receipt, please complete a CON-08 (Missing Receipt Affidavit) and submit with the reimbursement package.
3. **Accounting Information.** Please include the following information on the CON-07 or CON-02:
 - Speedtype: 107970
 - Fund: 51161
 - Dept ID: B004900011
 - Program ID: A00
4. **Signatures.** All documents must have original signatures of the employee and the employee's supervisor when submitted.
5. **Routing.** All reimbursement forms shall be routed from departments, through the respective Dean's Office, and then to the Provost's Office for final approval, signature and routing to the Controller's Office for processing.
 - Departments and Dean Offices (Assistant Deans or their representative) will review and ensure forms are properly completed and inclusive of all necessary information; and
 - Failing to follow this routing and review process will delay reimbursement processing.
6. **Terra Dotta.**
 - For international or overnight, out-of-state travel, members must have completed the Terra Dotta registration prior to leaving on travel in order to be reimbursed; and
 - The Terra Dotta ID number shall be listed on the CON-02 for reference, and/or a screenshot of the Terra Dotta registration could also be included as part of the reimbursement package.
7. **Other Information and Deadlines.** Please make note of the following:
 - RES reimbursement packages must be received by the Provost's Office by May 17th, 2019 (to be updated each year). ***Packages received after this date will not be processed.***
 - FSU Travel funds are used to support faculty member's eligible travel expenses incurred in presenting their research, scholarship, or creative activity at conferences.
 - FSU Travel reimbursement packages must be received by the Provost's Office in order to appropriately comply with the year-end-close dates for processing travel reimbursements (*recognizing some faculty travel late in the month of June, reimbursement packages should be submitted immediately after returning from travel*). ***Note, eligible travel must start and end in the same fiscal year***
 - Unused FSU Travel and RES funds do not carry over into the next fiscal year.