

## 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.

1. **Required Forms.** The expense module report and the following documents must be included if appropriate:
  - CON-04: Business Entertainment Expense Authorization Form.
  - CON-07: Employee Business Expense Reimbursement.
  - Either document must be included with the expense report submission if applicable to any claimed expenses. If the expense report document is signed by all appropriate parties, the CON-04 or CON-07 do not require signatures, but they must be included as attachments.
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 must be scanned and uploaded to the expense module; and
  - If you are missing a receipt, please complete a CON-08 (Missing Receipt Affidavit) and submit as an attachment in the expense module.
  - If any claimed expense is more than 120 days old, you must list as a taxable reimbursement.
  - Please do not include sales tax on reimbursements.
  - Unused FSU Travel and RES funds do not carry over into the next fiscal year.
3. **Accounting Information.** Please include the following chartfield information on the expense report, CON-07, or CON-04:
  - Speedtype: 107970
  - Fund: 51161
  - Dept ID: B004900011
  - Program ID: A00
4. **Signatures.** At least one document (expense report, CON-07, CON-04) must have signatures of the employee, the employee's supervisor, and Provost's Office signatory (Tom Miller) when submitted in the expense module.
5. **Routing.** All reimbursement forms shall be submitted in the expense module.
  - Departments and Dean Offices (Assistant Deans or their representative) will review and ensure forms are properly completed and inclusive of all necessary information.
  - Failing to follow these and UPST guidelines for expense reimbursement will delay processing as the expense reports will need to be returned for amendment/correction.
6. **Terra Dotta (*not necessarily applicable for FY21, but retained for future travel*).**
  - 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 must be listed on the expense report for reference, and/or a screenshot of the Terra Dotta registration could also be included as an attachment.
7. **Deadlines.** Please make note of the following:
  - RES expense reports must be in the expense module with all appropriate signatures and attachments, and ready for approval on June 30<sup>th</sup>, 2021.
  - FSU Travel expense reports must be in the expense module with all appropriate signatures and attachments, and ready for approval on June 30<sup>th</sup>, 2021. **\*Note, eligible travel must start and end in the same fiscal year\***