

# Faculty Development Committee (FDC) Disbursement & Expense Reporting

Updated Spring 2021

The way funds can be distributed and the way they must be documented recently has changed based on requirements of the Office of Budget and Finance. The following is meant to make the process more clear. It is organized based on type of expense. **Link to Financial Affairs Forms:** <https://regis365.sharepoint.com/sites/FinancialAffairs/forms/>

When confused or in doubt, contact the FDC Administrative Assistant.

## What do I need to know about the May 1 to April 30 fiscal year.

Past-year budgets end on April 30 and new-year budgets begin on May 1. Any **FDC funding will be tied to a specific fiscal year** and must be expended and receipts received during that fiscal year. This means that funds approved in the Spring Semester for summer work or travel cannot be disbursed until after May 1. If you are needing to travel or purchase things near the deadline, consider talking with the FDC Administrative Assistant to ensure you can do so in a way that will ensure you get and can use your approved funds.

## I need to purchase someTHING (equipment, supplies, materials, etc.).

### Option 1 (*preferred*). Use a University P-card to Purchase the Item(s).

You can use any university P-card to purchase the item. If you have one, then use your own. If, like most RC faculty members you do not, most departments or programs have one and an admin., chair, or director may have one. If no other P-card option is easily available the Dean's Office has one and can assist you with making your purchase. Regis is a tax-exempt, non-profit institution and you should purchase things using tax exempt processes whenever possible. If it is clear that you will be purchasing items, your notification of award from FDC will indicate the FDC account to which the P-card administrator should charge over the expense. For Regis tax exempt number and documents, see the Financial Affairs Forms and Documents Page on SharePoint. and the If you forget to purchase tax free, then Regis will pay for no more than \$3 of tax (and will not do this gladly). This method means that you do not need to be reimbursed.

**Expense reporting:** You will need to provide the electronic receipt(s) to whomever the administrator of the P-card you used is. P-card reconciliation usually is done monthly, so check with the P-card holder for when the receipt deadline is. For most FDC grants, you also will be required to submit a separate summary of your expenses to FDC (see the grant application form).

### Option 2. Purchase the Item(s) and Be Reimbursed.

You can purchase the items yourself and be reimbursed. Regis is a tax-exempt, non-profit institution and you should purchase things using tax exempt processes whenever possible. If it is clear that you will be purchasing items, see the Financial Affairs Forms and Documents Page on SharePoint for Regis tax exempt number and documents. If you forget to purchase tax free, then Regis will pay for no more than \$3 of tax (and will not do this gladly). The reimbursement will occur via a mailed check, it does not matter if you have direct deposit set up for your regular salary. You may have it direct deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs and check the box on the Employee Reimbursement Request form. Payroll taxes will not be deducted.

**Expense reporting & reimbursement:** You will need to provide printed receipts or scanned version of a hard copy receipts to the FDC Administrative Assistant who FDC Administrative Assistant who will complete the Employee Expense Report/Reimbursement Request form. For most FDC grants, you also will be required to submit a separate summary of your expenses (see the grant application form) to the FDC Administrative Assistant.

## **I need to pay for travel.**

### **Option 1 (most common). Be issued a check before travel and provide receipts.**

The funds need to be requested three weeks in advance (two in a pinch). The faculty member needs to complete a Travel Advance Request form leaving the Dept. Acct. blank and have a check issued unless the awarded faculty member indicates that the faculty member wishes to use a P-card already issued **to the faculty member**. (FDC **cannot** arrange for faculty members to obtain P-cards.) Regis will pay taxes on airfare, hotel, and travel food. You may have the funds directly deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs and check the box on the Travel Advance Request form. This method means that you do not need to be reimbursed.

**Expense reporting:** The faculty-member is responsible for maintaining all receipts or expenses incurred and must submit them after return from the travel (within 5 days) with an Employee Expense Report/Reimbursement Request form. If all the advance money was not expended the faculty member will need to write a check at Student Accounts payable (indicating that this has been done on the Employee Expense Report/Reimbursement Form) for the non-receipted difference (being sure to make clear when doing so and on the memo line of the check that this is associated with a travel advance). For most FDC grants, you also will be required to submit a separate summary of your expenses (see the grant application form) to the FDC Administrative Assistant.

### **Option 2 (common alternative). Use a P-card for Pre-Payable Expenses and Be reimbursed for Other Expenses.**

You can use an available university P-card to purchase the components of the travel that can be pre-purchased (airfare, registration, sometimes hotel) with a credit card *IN THE SAME FISCAL YEAR* as the travel. It must be done in the same fiscal year (May 1 is day 1 of each new fiscal year). If, like most RC faculty members you do not have a P-card, most departments or programs have one and an admin., chair, or director may have one that you could use for these pre-purchases. Regis will pay taxes on airfare, hotel, and travel food. there is no need to work to purchase tax free. Additional expenses during the trip that fall within the awarded amount can be paid for by the faculty member and reimbursed. The reimbursement will occur via a mailed check, it does not matter if you have direct deposit set up for your regular salary. You may have it direct deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs and check the box on the Employee Reimbursement Request form. Payroll taxes will not be deducted.

Notify the FDC Administrative Assistant if you will be using this option.

**Expense reporting:** You will need to provide the electronic receipt(s) to whomever the administrator of the P-card is. P-card reconciliation usually is done monthly, so check with the P-card holder for when the receipt deadline is. For your reimbursed expenses, you will need to provide printed receipts or scanned version of a hard copy receipts to the FDC Administrative Assistant who will complete the Employee Expense Report/Reimbursement Request form. For most FDC grants, you also will be required to submit a separate summary of your expenses (see the grant application form) to the FDC Administrative Assistant.

### **Option 3. Use a University P-card Issued to You to Pay.**

You can use a university P-card issued to yourself to pay for your own travel expenses. Very few Regis College faculty members have P-cards issued to themselves. Regis will pay taxes on airfare, hotel, and travel food.

Notify the FDC Administrative Assistant if you will be using this option.

**Expense reporting:** You will need to provide the electronic receipts during P-card reconciliation. For most FDC grants, you also will be required to submit a separate summary of your expenses to FDC (see the grant application form) to the FDC Administrative Assistant.

## I need to purchase gift cards to use as honoraria.

### Option 1 (*preferred*). Use a University P-card to Purchase the Gift Card(s).

You must begin by submitting a **Gift Card Permission/Purchase form** that will require specific approval by the Provost. Note that this application will require you to indicate that you agree to secure them in a locked drawer in a locked room. Also, provide a *brief* explanation of your need. Once approved, and not before, you can use any university P-card to purchase the gift cards. If you have one, then use your own. If, like most RC faculty members you do not, most departments or programs have one and an admin., chair, or director may have one. If no other P-card option is easily available the Dean's Office has one and can assist you with making your purchase. If a gift-card honorarium is **given to someone NOT employed by Regis**, the person must sign something indicating receipt of the gift card and the amount (in a pinch, an e-mail acknowledgement will suffice).

If a gift-card honorarium will be **given to someone employed by Regis**, the person must complete a W-9 tax form submitted to Human Resources and it will be taxed as part of the person's Regis income.

**Expense reporting:** You will need to provide the electronic receipt to whomever the administrator of the P-card you used is. P-card reconciliation usually is done monthly, so check with the P-card holder for when the receipt deadline is. For most FDC grants, you also will be required to submit a separate summary of your expenses to FDC (see the grant application form). Also, provide whatever reporting the Provost Office or gift card approval indicates.

### Option 2. Purchase the Gift Card(s) and Be Reimbursed.

You must begin by submitting a **Gift Card Permission/Purchase form** that will require specific approval by the Provost. Note that this application will require you to indicate that you agree to secure them in a locked drawer in a locked room. Also, provide a *brief* explanation of your need. You can purchase the gift cards yourself and be reimbursed, but be aware that if you purchase them before Provost approval and the request is denied, then they will not be reimbursed. The reimbursement will occur via a mailed check, it does not matter if you have direct deposit set up for your regular salary. You may have it direct deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs. Payroll taxes will not be deducted for the purchase. If a gift-card honorarium is **given to someone NOT employed by Regis**, the person must sign something indicating receipt of the gift card and the amount (in a pinch, an e-mail acknowledgement will suffice).

If a gift-card honorarium will be **given to someone employed by Regis**, the person must complete a W-9 tax form submitted to Human Resources and it will be taxed as part of the person's Regis income.

**Expense reporting & reimbursement:** You will need to provide the electronic receipt or scanned version of a hard copy to the FDC Administrative Assistant who will begin the paperwork for the reimbursement using an Employee Expense Reimbursement Form. For most FDC grants, you also will be required to submit a separate summary of your expenses (see the grant application form). Also, provide whatever reporting the Provost Office or gift card approval indicates, if any.

## I need to pay an honorarium/a or a stipend for work.

### The Only Option. Funds issued as check (or possibly direct deposit).

The recipient must complete a **W-9 tax form** and that would be submitted with an **Honorarium Request form**. The honorarium will occur via a mailed check. Payroll taxes will not be deducted but the payment will be reported to the IRS. (Regis will send a separate 1099-NEC form for tax purposes if the person received more than \$600 during the year.) If the amount of work is more substantial, an **Independent Contractor Agreement** should be completed in addition to the Honorarium Request.

If a paid honorarium or stipend will be **given to someone employed by Regis**, the person must complete a **W-9 tax form** and that would be submitted with an **Honorarium Request** form AND an **Independent Contractor Agreement** (confirms that the work is not part of regular duties). The Provost's office would need to approve it as an Additional-Duties Payment. The payment would then go through the regular payroll process, and regular taxes including FICA/Medicare and Workers Compensation tax. The employee may have it direct deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs.

If a paid honorarium for a single event will be **given to Regis Student not currently employed by Regis**, then the student needs to complete a **W-9 tax form** and that would be submitted with an **Honorarium Request** form. The honorarium will occur via a mailed check. Payroll taxes will not be deducted but the payment will be reported to the IRS. If a stipend will be **given to Regis Student not currently employed by Regis**, then the student will need to be set up as a student employee through Human Resources and Payroll and would be subject to the standard payroll taxes. The payment would then go through the regular payroll process, and would be assessed any taxes assessed to student workers. The student may have it direct deposited, but will need to complete a separate Direct Deposit Form from Financial Affairs.

**Expense reporting & reimbursement:** For most FDC grants, you also will be required to submit a separate summary of your expenses (see the grant application form).