To: Members of the Faculty

From: Joseph O'Rourke, Associate Provost and Dean for Academic Development

Subj: Processing of Expense Reimbursement Reports and A/P Vouchers

Date: 28 August, 2013

All submissions of reimbursements and payments related to CFCD and other faculty research grants funded by the Provost's Office should be directed to Saari Greylock, College Hall 206. See below for more detail.

So that your requests flow more quickly through our office and the Controller’s Office, please be sure to submit your request on the appropriate form:

- **CFCD Form 1 –Travel to Learned Societies Reimbursement Form** is used only for reimbursing travel to conferences using CFCD funding. It is available at [http://www.smith.edu/deanoffaculty/facdev.html](http://www.smith.edu/deanoffaculty/facdev.html).

- The **Expense Reimbursement Report** is used for all other travel and entertainment expenses, including those for CFCD Form 2 grants. It is available at the Controller’s Office website under Forms [http://www.smith.edu/controller/Forms.php](http://www.smith.edu/controller/Forms.php).

- The **Accounts Payable Voucher** is used for goods you want paid for, either directly to a vendor or to you as a reimbursement. It too is available at the Controller’s Office website under Forms [http://www.smith.edu/controller/Forms.php](http://www.smith.edu/controller/Forms.php).

All three forms come with instructions. For the latter two, simply click on the “Instructions” tab at the bottom of the electronic form.

Be sure to sign the form, **attach original receipts** (with smaller loose receipts taped to blank 8 ½ by 11” paper to facilitate scanning), and **indicate your six-digit grant/fund number** in the Fund box under Coding of Expenses. As indicated on the form, please note the specific purpose of the expenditure.
In submitting the forms, be sure to include your Smith ID (99xxxxxxx) or the Vendor’s ID. The Vendor’s ID may be found by searching in the Banner Finance system. Faculty may ask their academic assistants for help with this item. If a vendor is not in Banner, the college requires the vendor to complete an IRS W-9 form (available at the Controller’s Office website under Forms \textbf{http://www.smith.edu/controller/Forms.php}).

Employees may not authorize reimbursement of their own expenses, those of peers, or for an individual to whom they report. Authorization of expenses is as follows:

- **Departmental Expenses:** If a reimbursement is paid from a department budget, the chair of that department is the authorized signatory, after which it may go directly to Accounts Payable.

- **Dept Expenses for Chairs:** If the chair/director is reimbursed from a department budget, the Associate Provost is the authorized signatory.

- **All CFCD and Provost-funded Grants\textsuperscript{1}:** If it is paid from a grant funded by the Provost's Office, the department chair should \textit{not} sign for these, and they should be sent directly to the Provost's Office; the Associate Provost is the authorized signatory.

- **External Grants\textsuperscript{2}:** If it is paid from an external grant, Kate Wallen must review and approve it, after which the Associate Provost is the authorized signatory.

Please do not request reimbursement for two different projects on the same form. For accounting purposes, we need to make separate reimbursements.

Remember that the \textit{Travel and Entertainment Expense Policy} (on the Controller’s Office website under Policies \textbf{http://www.smith.edu/controller/Policy.php}) states college-wide polices relating to allowable travel and entertainment expenses, and that CFCD has additional co-pays and restrictions listed in the Moneybook (found online at \textbf{http://www.smith.edu/deanoffaculty/facdev.html}).

Thank you for your assistance and don’t hesitate to contact Saari Greylock (sgreylock@smith.edu, x3007) if you have any questions.

\textsuperscript{1} E.g. CFCD grants (both conference and research/teaching), Fellowships, emeriti research, starter grants, internal research grants, and other faculty research funds. These funds usually start with 658xxx, 224xxx, or 655xxx.

\textsuperscript{2} E.g. NSF, NIH, HHMI. These funds usually start with 636xxx or 639xxx.