

Faculty Development Grants

Travel Authorizations, Travel Advances & Travel And/Or Non-Travel Reimbursements

Faculty Development funds must be expended within 1 year of the date of the award letter.

All expenditures of Faculty Development funds are subject to the Policy on the Use of Foundation Funds (attached). If you have any questions about the policy or the forms, please contact the Teaching and Learning Center (336.726.6961 or tlc@uncsa.edu).

Using Your Funds for Travel

❖ Travel Authorizations

Travel authorizations must be completed at least 2 weeks prior to domestic travel and 3 weeks prior to international travel.

- The “Travel Authorization” form and instructions can be found on the UNCSA website at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#accounting> under “Financial Services Forms and Guidance” (see “Travel Policy and Procedures” and “UNCSA Travel Forms”).

Tips to remember when completing the Travel Authorization form:

1. In the “Purpose of University Travel” field, enter “Faculty Development Grant”
2. **Leave the “Fund Code” field blank.**
3. If you plan to request a travel advance, be sure to enter the amount in the “Requested Cash Advance” field. You will still need to submit a Foundation Request form to request the check (see below).
4. Your dean needs to sign the “Authorized By” field.
5. Complete the form in its entirety. If needed fields are left blank, it will slow down the processing of your request.

Once completed, hold onto the form until you are ready to submit your travel advance request or your travel reimbursement. You’ll attach the signed travel authorization form to those documents.

❖ Travel Advances

- Travel advances are requested by completing a “Foundation Check Request”. The form can be found on the UNCSA website at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.
- The maximum advance available is 75% of the award.

- If you would like to receive the funds electronically, submit “EFT Vendor Form” as well. The form is available at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.
- Advances must be reconciled on an Expense Report with original receipts attached upon return from travel (see “Travel Reimbursement” below).
- Any advanced funds not spent must be returned to the Foundation immediately.

❖ Travel Reimbursement

Travel reimbursements must be filed within 15 days from return of travel.

- Travel reimbursements are requested by completing a “Foundation Travel Reimbursement” form. This includes airfare, parking/tolls, mileage, taxi/bus/train fares, gas, hotel, meals, registration fees, and tips.
 - “Foundation Travel Reimbursement” form is available on the UNCSA website at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.

Tips to remember when completing the Travel Reimbursement form:

1. In the “Travel Purpose” field, enter “Faculty Development Grant”
2. Leave the “Project Number/Fund/Account/Dept/Budget” fields blank.
3. You do not need to enter expense information for expenses exceeding the amount of your grant.
4. If you requested a travel advance, be sure to enter the amount in the “Total Advance” field.
5. Your dean needs to sign the “Authorized By” field.
6. Complete the form in its entirety. If needed fields are left blank, it will slow down the processing of your request.

- The “Foundation Check Request” form should be used for **all** reimbursements (for travel related expenses AND expenses not related to travel.) The form can be found on the UNCSA website at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.

Tips to remember when completing the Check Request form:

1. Indicate the amount requested but leave the “Project Number/Fund/Account/Dept/Budget” fields blank.
2. In the “Purpose of Disbursement” field, enter “Faculty Development Grant”.
3. Your dean needs to sign the “Authorized By” field.

4. Complete the form in its entirety. If needed fields are left blank, it will slow down the processing of your request.

- If you have any expenditure that is missing a receipt for, complete the “Missing Receipt Affidavit” form on the UNCSA website at <http://www.uncsa.edu/myasa/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.
- If you received a travel advance and the amount exceeds your reimbursement amount, attach a check payable to UNCSA Foundation.
- After completing the forms (including your dean’s signature), attach a copy of your travel authorization, your award letter and original receipts and send it the Teaching and Learning Center.
- Be sure to keep copies of everything for your records!
- Allow at least 2 weeks for processing.
- You will receive the approved form via email from the Teaching and Learning Center.
- Foundation will send the check to you through your department or electronically transfer the funds to your bank account.

PLEASE NOTE! Receipts smaller than 8 ½” x 11” must be taped to an 8 ½” x 11” piece of paper and attached to the Expense Report. More than one receipt may be taped to one piece of paper. Reimbursement packages that do not meet this requirement will be returned to you.

Using Your Funds for Non-Travel Expenses

❖ Advances

- Advances are requested by completing a “Foundation Check Request”. The form can be found on the UNCSA website at <http://www.uncsa.edu/myasa/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.
- The maximum advance available is 75% of the award.
 - If you would like to receive the funds electronically, submit “EFT Vendor Form” as well. The form is available at <http://www.uncsa.edu/myasa/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.

Tips to remember when completing the Check Request form:

5. Indicate the amount requested but leave the “Project Number/Fund/Account/Dept/Budget” fields blank.
6. In the “Purpose of Disbursement” field, enter “Faculty Development Grant”.
7. Your dean needs to sign the “Authorized By” field.

8. Complete the form in its entirety. If needed fields are left blank, it will slow down the processing of your request.

- After completing the “Foundation Check Request” form, attach a **copy of your award letter** and send it to the Teaching and Learning Center.
- Be sure to keep copies of everything for your records!
- Allow at least 2 weeks for processing.
- Foundation will send the check to you through your department or electronically transfer the funds to your bank account.
- Advances must be reconciled within 15 days of incurring an expense by submitting a “Foundation Expense Report” with original receipts attached. Please contact the Teaching and Learning Center for this form – it is not on the website.
- Any advanced funds not spent must be returned to the Foundation immediately.

PLEASE NOTE! Receipts smaller than 8 ½” x 11” must be taped to an 8 ½” x 11” piece of paper and attached to the Expense Report. More than one receipt may be taped to one piece of paper. Reimbursement packages that do not meet this requirement will be returned to you.

- After completing “Expense Report” (including your dean’s signature), attach a copy of your award letter.
- If the total expenses are less than the advance, remit a check payable to “UNCSA Foundation” in that amount and attach it to the “Expense Report”.
- If the total expenses are more than the advance, complete a “Foundation Check Request” for the remainder of the grant amount and attach it to the “Expense Report”.
- Submit your packet to the Teaching and Learning Center
- Be sure to keep copies of everything for your records!
- Allow at least 2 weeks for processing.
- Foundation will send the check to you through your department or electronically transfer the funds to your bank account.

❖ Reimbursement

Reimbursements requests for non-travel expenses must be submitted within 15 days of incurring the expense.

- The “Foundation Check Request” form should be used for **all** reimbursements (for travel related expenses AND expenses not related to travel.) The form can be found on the UNCSA website at <http://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”.
- After completing the forms, (including your dean’s signature), **attach a copy of your award letter** and original receipts for reimbursement and send it to the Teaching and Learning Center.

- If you would like to receive the funds electronically, submit “EFT Vendor Form” as well. The form is available at <http://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/forms-procedures.aspx#foundation> under “Foundation Forms”
- Be sure to keep copies of everything for your records!
- Allow at least 2 weeks for processing.
- You will receive the approved form via email from the Teaching and Learning Center.
- Foundation will send the check to you through your department or electronically transfer the funds to your bank account.

PLEASE NOTE! Receipts smaller than 8 ½” x 11” must be taped to an 8 ½” x 11” piece of paper and attached to the Expense Report. More than one receipt may be taped to one piece of paper. Reimbursement packages that do not meet this requirement will be returned to you.