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:
   - 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 30th, 2021.
   - **FSU Travel expense reports** must be in the expense module with all appropriate signatures and attachments, and ready for approval on June 30th, 2021. **Note, eligible travel must start and end in the same fiscal year**