

Memo:

Aug. 2, 2023

Dear Colleagues,

This memo contains updated information about your Faculty Travel & Research Fund for 2023-24. Lynn Flanzbaum, the Finance Manager supporting the Office of the Provost, continues to conscientiously manage FTR. If you have any questions about your FTR funds, please contact Lynn at lflanzbaum@huc.edu.

Note that because FTR is a reimbursement fund, monies paid out are not considered income for the faculty member.

Eligible FTR purchases

The primary use of FTR is for academic travel and research. If you need additional equipment or materials for remote teaching, you can request to use your FTR funds for such expenses, contingent on prior approval from the Provost's office.

Expenditures that are eligible for reimbursement from the FTR Fund in 2023-24:

- **Travel for academic purposes** is eligible for reimbursement from the Faculty Travel and Research fund. This includes scholarly meetings (whether or not a paper is being presented) and travel to scholarly collections at libraries and archives away from your home campus.
- **Materials used for research**, including books, journals, software, computers, printers/scanners, and printer ink or toner, are eligible for reimbursement from the allotted amount. However, the following conditions apply for hardware purchases:
 - A computer or printer that is purchased with FTR funds is considered the property of the College-Institute. **Such hardware purchases must be approved by the Director of Information Technology (Andrew Durbin) BEFORE the purchase is made to ensure compatibility with our network security infrastructure.** Retain the email with the approval to submit with your reimbursement request.
 - **After the hardware has been purchased, faculty will need to provide the Director of IT with the serial number and invoice** so the device can be added to HUC's hardware asset manager. (Since the hardware is owned by HUC-JIR, it is important that we can track our inventory.)
 - If the faculty member leaves the College for reasons other than retirement, the hardware must be returned to HUC-JIR. At any point, the faculty member can offer to buy the equipment from HUC-JIR at the current market price of a comparable product.
 - Because home internet access and/or broadband cable networking have now become a standard household utility, this is no longer covered by FTR. Internet

access when traveling for HUC-JIR business or faculty research can still be reimbursed.

- Service contracts or extended warranties WILL be covered by FTR. Insurance on hardware is NOT covered.
- **Individuals engaged to assist with research**, including but not limited to research assistants, editors, translators, and indexers, are eligible for reimbursement.
 - **Note:** We prefer NOT to have these individuals on the HUC payroll. If you pay such individuals, we can reimburse you. If they submit an invoice, we can pay it as explained below in step 3.

These existing HUC-JIR policy guidelines remain in place when using your FTR funds:

- **Reimbursement requests must be submitted within 60 days** of making the expenditure. Reimbursement requests should be submitted using **FTR Request for Reimbursement FY24.xlsx** form no later than July 9 following the June 30 close of the fiscal year. **Expenses submitted more than 60 days following the date of purchase or after July 9 for prior year purchases risk not being approved for reimbursement.**
- FTR funds do not roll over from year to year. You cannot purchase items in one fiscal year and submit the receipts for reimbursement the following year.
- The fiscal year ends on June 30. In order for an expense to be charged to a given year's budget, the expense must be for goods or services that were paid for and received or provided within the year in question. Ordering items online on June 30, for example, might result in those items being delivered in early July. Since you would not have use of those items by June 30, the expense must be charged to the following year.
- NOTE: **If you have an HUC-JIR issued PNC credit card**, expenses purchased in June of one fiscal year will be paid in July and hence will be charged to your FTR budget for the following fiscal year.
- All institutional travel policies must be followed. Mileage will be reimbursed at current IRS rates.
- To comply with our auditing requirements, when submitting restaurant receipts, please include the **itemized restaurant receipt** listing what was ordered or purchased, along with the final credit card receipt with a total and a tip. The latter alone is not sufficient for reimbursement.
- For payments by check that need reimbursement, please include one of the following proofs of payment: either a copy of both the front and back of a cancelled check submitted or a copy of your bank statement or screenshot from your bank website indicating that the payment was charged to your checking account.
- Travel insurance cannot be reimbursed.
- Direct Deposit of FTR reimbursement payments is required. To set up Direct Deposit, please contact Lynn Flanzbaum (lflanzbaum@huc.edu.)

Procedures for pre-approval and reimbursement of qualified expenditures:

(1) **Travel related expenses being charged to FTR must be pre-approved** by the Provost prior to the planning/booking of the trip.

- To obtain Pre-Approval, simply send an email describing the purpose of the trip and the approximate expense to the Provost's office (send the email to both aweiss@huc.edu and lflanzbaum@huc.edu). No forms are needed.
- If there is enough budget in your individual FTR allocation to cover the projected cost and the Provost approves the travel, you will be notified by email, and you then can book/purchase the travel.
- When the purchase is complete, the faculty member should attach receipts for travel expenses and send the completed **FTR Request for Reimbursement FY24.xlsx** form to Lynn Flanzbaum. Lynn will verify that the paperwork is in order and will submit it to the National Business Office (NBO) for processing. Payment will be issued within 10 business days of receipt of the reimbursement request.

(2) **Materials used for research**: Include original receipts and submit directly to Lynn Flanzbaum using the completed **FTR Request for Reimbursement FY24.xlsx** form. Upon approval by the NBO, a payment will be issued within 10 business days.

(3) It is possible to pay **external vendors** such as research assistants, editors, translators, or indexers directly from an individual faculty member's FTR budget line. Please submit an invoice that indicates what work was done, when it was done, and where payment should be sent. If no invoice is available, Lynn can help you prepare a Payment Request form. If the vendor is new to HUC, a W-9 form and direct deposit form will be required.

Thank you for your attention to these procedures as you put your FTR funds to good use in the coming academic year to enrich your academic work and enhance your teaching at the College-Institute.

Sincerely,

Rabbi Andrea L. Weiss, Ph.D.
Jack, Joseph and Morton Mandel Provost
Hebrew Union College-Jewish Institute of Religion

