*SEE WORK FLOW CHART ON PAGE 2.

**PRE-APPROVALS:**
1. Faculty submits request using online form, *Faculty Scholarship Account Pre-approval/Reimbursement Form*, available at: [http://www.brockport.edu/acadaff/facsch/](http://www.brockport.edu/acadaff/facsch/).
   a. Worksheet available for estimating travel expenses.
   b. All documentation attached, if available (e.g., conference registrations).

2. Section on describing how the request relates to scholarly activities is **required** (see instructions on FSA form).

3. Faculty submits to Department Chair for signature. Chair forwards to Dean’s Office for approval.
   a. For Travel, Chair indicates if Department will be providing any funding.

4. **If approved**, form signed by Dean and returned to the Department for processing.

5. Faculty works with secretary to complete the transactions –using Visa, Requisition or the assigned account number (e.g., for travel reservations). (Account numbers to be provided by Deans’ offices.)

6. **If not approved and more information is needed**, Dean’s Office specifies what is missing/incorrect and form is returned to faculty.

7. **If denied**, indicated on FSA form and returned to faculty and copied to Department Chair.

8. **If funds are PRE-APPROVED** and faculty does not use the funds (e.g. cancels trip), Dean’s Office must be notified.

9. Deans’ offices track funds requested for each faculty member in their School.

10. All NYS and College Procurement & Payment policies apply.

11. Use Visa and Tax Exempt forms whenever possible.

**REIMBURSEMENTS:**
1. Faculty/Department secretary fill out the required travel forms and attach:
   a. **original**, previously approved, *Faculty Scholarship Account Pre-Approval/ Reimbursement Form*.
   b. **original** receipts
   c. other supporting documentation (e.g., article abstract; program agenda/brochure)
   d. must adhere to Procurement & Payment Services policies for all expenditures.

2. Faculty/department secretary submit all forms to Dean’s Office.

3. Deans’ Offices track expenditures for each faculty member. Jamie Spiller receives report in September of each year to “rollover” any remaining funds to the next fiscal year (fiscal year June 30-July 1). Each $750 annual deposit expires after two years (e.g., if a balance exists from year one, faculty may use it the following year only, for a total of $1,500). If not used by year two (end of fiscal year), the previous year's remaining funds are eliminated. Funds will be available as of July 1, 2010.

4. All materials forwarded to Procurement & Payment Services for processing OR to Grants Development Office if there are other awards.

9/1/10
FACULTY SCHOLARSHIP ACCOUNT PROCESS

PRE-APPROVAL PROCESS

Faculty fills out Faculty Scholarship Account Pre-Approval/Reimbursement Form with estimate and rationale. www.brockport.edu/acadaff/facsch/

Chair signs form.

Dean reviews rationale.

Yes

Pre-approval returned to faculty/department secretary for processing.

No

Request denied or needs more information. Returned to faculty.

REIMBURSEMENT PROCESS

Faculty/department secretary fill out the required travel forms and attach original receipts and the original, previously approved Faculty Scholarship Account Pre-Approval/Reimbursement Form.

Faculty/department secretary submit all forms to dean's office.

Dean's office notes travel funds used and forwards to Procurement and Payment or Grants Development for processing.