Faculty PD Funds Guide

This guide will show faculty how to create and submit travel and expenses for reimbursement using PD funds.

Step 1: Fill out the PD Funds Form and turn into your faculty admin.

Faculty Admin can provide the form if you need it. The faculty admin must sign off on the amount before the division chair. Next, the division chair will sign. If you are a division chair then Dr. Lardner will need to sign yours.

If you will be missing class, complete the Class coverage form and have it approved.

You will require a new PD funds form for each instance of travel and/or transaction.

For example, if you have two separate supply purchases they would each require a new form. But one trip with many different expenses would only require one form.

A note about using p-cards for registration:

- If you require your faculty admin to use their p-card to purchase your registration in advance, they can do that at this stage. The faculty admin can only use their p-card for expenses incurred in the current fiscal year. If the conference is to take place in the next fiscal year, payment must wait until the next fiscal year.
- If a p-card is used for registration then the “payment type” is “p-card” and check the box for “non-reimbursable”
- Please make sure that if registration is paid via a p-card that it is noted on the ER (please be sure to note in the description of the “registration” line item whose p-card it was).

Step 2: Make the purchase(s)

Please sure to keep all receipts. If possible, make sure the faculty member’s name is on the receipt. Invoices aren’t appropriate. They need to be receipts with proof of payment.

Step 3 Compile all receipts and create your ER

Use the following navigation to create an ER: Log into Ctclink>FSCM>Navigator>Employee Self Service>Travel and Expenses> Expense Report> Create/Modify

Check out this handy resource with screenshots and details instructions here

Required attachments include:

- Hotel folio with itemized charges
- Flight purchases
- Google Maps screenshot/PDF showing mileages
- Lodging Exemption Form for lodging that exceeds the nightly per diem rate
- Signed PD Funds Form

- Conference registration receipt if not pre-paid via p-card
- Conference agenda/itinerary
- Extra charges such as baggage fees or travel insurance (if applicable)

Step 4: Submit your Expense Report for Reimbursement

Check out this handy guide showing how to create and submit an ER here (skip to part 2)

A signed PD Funds Form MUST be attached to every submission.

One you have a proof of payment you can submit an expense report for reimbursement regardless of whether the travel has occurred or not. However, the receipt must be for the current fiscal year.

A note about receipts:

- In order to submit for mileages and/or meal per diem (which do NOT require receipts) the travel must have already occurred.
- The receipt MUST be from the current fiscal year. (except in the instance described below)
- The date on the line item must match the date on the receipt
- The expense MUST take place in the current fiscal year. If not, the traveler can still make the purchase, they just must wait until the new fiscal year (which begins July 1) to submit the ER
    - *For example, if a flight that is schedule to take place in September is purchased in June the traveler must wait until July 1st to submit for reimbursement*
- A confirmation will not be accepted, there MUST be proof of payment
    - For example, many hotels do not charge for reservations and only charge upon check-in or check-out. The traveler must be able to provide proof of payment via a folio with itemized charges (breakdown of tax and nightly rates).

Step 5: Enter the PD Funds Chartstring

Faculty will NOT be entering their own PD chartstring. Faculty admins will be doing this for them. This will provide the admins the opportunity to review and record the requested amount.

Remember, it's the faculty member's responsibility to NOT submit an expense report requesting funds that exceed the amount of authorized PD funds.

For example, if you are allotted $1500 of PD funds and your faculty admin used their p-card to pay the $500 registration, you now can ask for up to $1000 of reimbursement.

Step 6: Click "Summary and Submit" to submit your Expense Report.

Faculty admins will submit on behalf of faculty. Faculty will NOT submit their own reports, although they may be asked to prepare them for submission.

You can check on the approval status of a submission by using the following navigation: *Employee Self Service>Travel and Expenses>Expense Report>View (make sure to have that report ID handy). Here you will be able to see who has approved it and who has yet to approve*

Frequently Asked Questions

Help! Where do I start?

You can check out my Expense Report cheat sheet here (and other cheat sheets as well)

Also the CtClink Reference Guide provides a great step-by-step guide found here

What if my travel is being paid for by multiple budgets (one of which is PD)?

I recommend keeping expenses separate. It will be much simpler.

If travel is being covered by more than just PD funds, then you'll need to create a TA for the "non-PD" expenses.Then when you return from travel, create an ER separate from the ER for PD-covered expenses. The ER for PD-covered expenses can be submitted as soon as you have receipts showing proof of payment, while the ER for the non-PD expenses will need to wait until the travel dates have passed.

Why does my screen look different from your cheat sheet?

Did you go in through the tile on the home page? I recommend users NOT use the tile as it is not user friendly and can result in unnecessary errors. Instead use the following navigation to access Travel and Expenses: **Navigator> Employee Self Service>Travel and Expenses**

So I don't need a TA?

That's right. You no longer need to submit a travel authorization. As soon as you have the receipts you can skip ahead to submitting the expense report.

What if I'm traveling abroad?

The process is no different. How you spend your PD funds is up to you (as long as it meets the requirements for PD). If you'd like to purchase international travel insurance on your own, that's totally fine.

Why am I getting red flags on my lodging expenses?

This is likely because the amount entered exceeds the nightly per diem rate for that location

In the instance that your conference is taking place at a hotel that exceeds per diem, please attach the lodging exemption form to your submission--found here--and **use the expense type "hotel misc no per diem" which will allow you to override the per diem associated with that area**

What if I want you to buy my airfare for me?

The travel coordinator will no longer be pre-paying for travel occurring on PD funds. The traveler must purchase themselves. However, they can submit for reimbursement as soon as they can provide proof of payment.

Do I really need a new line item for each night in the hotel, or each meal?

Yes. However a quicker, easier way to input this is by going to "quick fill" next to the yellow lightning bolt (please see my cheat sheet for more details). And remember, that while this might be more work on the front half, it makes for far less work when you return from travel

Can I lump all the hotel expenses together into one line item?

No. You will need to create a new line item for each night at the hotel. Taxes and fees will also need to be a separate line item. I recommend dividing it out the way it is shown on the folio

For example, if all the taxes and fees are lumped together on the folio you can lump all the taxes and fees together as one line item, but if they are itemized night by night then I recommend creating a new line item per night (you can add the different types of taxes and fees together). However, the nightly rate must be its own separate line item.

What if I want to create and submit travel for someone else?

Please send hmcbreen@highline.edu an email with your request along with the empl ID of yourself and the person you'd like to submit on behalf of

Help! I still have so many questions! Can someone assist me?

Heather Mcbreen offers drop-in zoom hours every Wednesday from 1-2 (Heather's personal Zoom room: 228 114 1755) and is happy to answer questions/ troubleshoot. Please shoot hmcbreen@highline.edu an email 😊