NOTE: All grant expenditures should follow the general policies and procedures of the College unless otherwise stipulated in writing. Externally funded projects make it possible to accomplish goals that might not otherwise be possible. But in so doing, it is expected that institutional guidelines will be maintained. This document aims to make you aware of some of the College policies that may impact the grant you are working with.

A. Requesting Expense Reimbursements

1. General accounting standards dictate that all requests for expense reimbursements should be made within thirty days of the expenditure. Please adhere to this so financial reports will accurately reflect account balances. A spike in spending (submitting accumulated receipts) shortly before the close of a grant is a red flag that can result in an audit.

2. All requests for reimbursement must be accompanied by original receipts and the appropriate grant form.

3. Nazareth policy states that “A travel expense report should be submitted to the Controller’s Office within two weeks of the completion of the trip…” Please refer to the Controller’s website for more information regarding submitting travel expense reports.

4. Requests for local mileage reimbursement should be made monthly, using the Mileage Log for Grant Funded Programs which can be found on the SPFR website under Post-Award Compliance – Documents.

5. Requests for reimbursement of food expenses (restaurants, grocery stores, etc.) should be made using the Sign-in for Grant Funded Event/Meeting which can be found on the SPFR website under Post-Award Compliance – Documents.

6. If you will be making expenditures that would normally be taxed, please pick up a Tax Exempt Certificate from the Accounts Payable Department (S42) prior to making any such expenditures. Tax exemption on grant purchases is not automatic.
   - Some stores (like Wal-Mart) will ask you to stop at the Service Desk the first time and they will issue you a special card to show at the register each time you check out.
   - Some stores (like Michaels and BJ’s) will require that you show the tax exempt form each time you make a purchase and that you pay with cash or a college credit card...no personal credit cards or personal checks.
• Many stores will ask to see the tax exempt form each time and will accept most forms of payment.
• Local restaurants (like Colie’s and Moe’s) already have Nazareth’s number on file. Simply confirm that your order should be tax-exempt.

7. All expenses must adhere to the College’s fiscal year cut-off dates even if the grant period is different. Requests for reimbursement must align with the fiscal year they were incurred.

8. Alcohol is an unallowable expense for federal grants.

9. All office supply purchases must be made through Office Services. Office supply purchases made on or after July 1, 2015 on any personal credit cards will not be reimbursed. Corporate cards and P-cards may not be used for office supply purchases.

10. Furniture purchases should be made through Michelle Civiletti in Facilities.

11. Computer equipment purchases should be made through Mary Jo Balsis in ITS.

12. If you will be requesting disbursement of funds from multiple sources that include a grant, please refer to the guidelines posted on the SPFR website.

B. Hiring a worker who is a student

1. Student workers, both graduate and undergraduate, should be paid the hourly student worker rate as posted on the Payroll website. If there are special circumstances that warrant a higher rate, please submit a request and justification to Kristen Green (Controller) prior to making any commitment to a student.