Reimbursements to FIU - Helpful Tools

Reimbursements to FIU require a significant amount of time to prepare by the Departments and also to review on our end. Our review of these invoices consist of ensuring the invoice contains required information and that the expenses comply with donor restrictions and Foundation Disbursement Policies and Procedures.

To facilitate this process and ensure timely approvals for these reimbursements, we wanted to provide helpful tools for you to use when preparing electronic invoices to initiate Reimbursements to FIU.

Helpful Tips:

- **FIU_GL_TRANDATA_604_REIMB** – This query was designed to facilitate the Fund 604 Reimbursement process. Please use this query when preparing your reimbursement requests.

- Trandata Reports should only show expenses for which you are requesting reimbursement and a subtotal must be included on your Trandata report that matches the total amount requested on the Foundation Electronic Invoice Form.

- Fund 604 University Activity numbers **should be** reconciled on a **monthly basis**. Please submit reimbursement requests in a timely manner.

- Use GL Accounts 751xxx when preparing reimbursements to FIU. Please refer to the GL Mapping Crosswalk attached to find the FIU01 Expense Account and the corresponding Foundation GL Account 751xxx you will need to use to process the reimbursement. If you have multiple expenses, simply add a row under the accounting detail section of the form.

- **Referencing** – Please use number (i.e. 1, 2, 3) or letters (i.e. A, B, C) to reference all receipts and support documentation to their corresponding expenses listed on your Trandata report. See samples attached.
• Keep event related expenses separate from travel related expenses. Organize your Trandata and ensure that the reimbursement request is easy to follow.

• For Event Related expense reimbursements, organize your reimbursement request in the following order:
  1. Provide a business purpose showing how these event expenses are in line with the Foundation project’s purpose
  2. Event Flyer/Announcement
  3. List of Attendees and Affiliation (Only if there were less than 25 guests in attendance)
  4. Expense Receipts (for example: catering, promotional advertising, materials & supplies, etc.)
     ▪ Please ensure that the catering expenses fall in line with allowable business meal caps stated on the Foundation Disbursement Policy & Procedure
  5. If you’re submitting multiple event related expenses, repeat steps 1 – 3 for the next event

• For Travel Related expense reimbursements, organize your reimbursement request in the following order:
  1. Provide a business purpose showing how this travel expense is in line with the Foundation projects purpose
  2. Copy of Approved Travel Authorization that shows the business purpose and traveler’s name.
  3. Copy of Expense Report Cover Page
  4. Expense receipts that match expenses listed on the Trandata report (Use numbers or letters to reference your receipts).
     ▪ Please note that travel upgrades within economy class require an Area Vice President’s approval
     ▪ Please refer to the Foundation Disbursement Policy & Procedure for additional information
5. If you’re submitting multiple travel related expenses (multiple travel authorizations and expense reports), repeat steps 1 – 4 for the next expense report

As a reminder listed below are the general conditions required for disbursements. Expenditures must be:

1. Reasonable and have a legitimate business purpose.
2. Supportive of the University’s and Foundation’s mission and programs.
3. Consistent with the purpose and restriction of the fund from which the disbursement is sought.
4. Supported with appropriate documentation including copies of original receipts, invoices, etc. This documentation should agree with the amount of the disbursement request. Any differences must be explained.
5. Approved by an authorized signatory of the account.
6. In compliance with state and federal laws and Foundation policies and procedures.
7. There must be sufficient funds in the Foundation project.

For any questions, forms, or information regarding the FIU Foundation please visit our website at https://give.fiu.edu/ or contact us at 305-348-3758.

We thank you in advance for your cooperation,

FIU Foundation Office
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## SUPPLIER DATA

- **Supplier ID:** 0000005134
- **Supplier Name:** FLORIDA INTERNATIONAL UNIVERSITY
- **Address:** 11200 SW 8TH ST MIAMI, FL 33199
- **Invoice Prefix:** Select...
- **Invoice #:** Foundation002
- **Supplier Inv. Date:** MM/DD/YYYY

Please note that an invoice number will be automatically assigned if you select a "prefix". Otherwise, please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).

## GRAND TOTAL:

$292.67

## DESCRIPTION AND BUSINESS PURPOSE

Expense reimbursement request related to events that took place during the month of February 2019. Events were held on 2/26/19 and 2/28/18. Please refer to trandata report for complete business purpose and also copies of the event flyer/announcement, list of attendees and expense receipts for each event.

## APPROVALS

- **Authorized Signer Certification:** I certify that the goods and services have been received and that disbursements meet donor's intent.
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<td>Staff meeting lunch held at the Faculty Club on 2/26/19 to discuss updates on internal procedures and university updates. Please refer to complete list of attendees on red Benjamin Franklin Hallway. Food provided during the new student welcome event will be served at 5:00PM.</td>
<td>0000030402</td>
<td>604 46 01 9 2018</td>
<td>1234567891 1234567</td>
<td>Roary</td>
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<td>170.69</td>
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<td>Food provided during the new student welcome event on 2/28/18 to discuss financial aid and registration issues, 150 people in attendance.</td>
<td>0000030402</td>
<td>604 46 01 9 2018</td>
<td>1234567891 1234567</td>
<td>Roary</td>
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<td>Rental of microphone for student welcome event on 2/28/18</td>
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**TOTAL:** 292.67
**LIST OF ATTENDEES & AFFILIATION**

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**If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).**
EVENT FLYER
There were over 150 guests in attendance. Event was open to the university community and included students, faculty and staff.

**If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).
COPY OF RECEIPT

CATERING
COPY OF RECEIPT

RENTAL OF MICROPHONE
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<td>Invoice #</td>
<td>Foundation003</td>
</tr>
</tbody>
</table>

Please note that an invoice number will be automatically assigned if you select a “prefix”. Otherwise, please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).

## FINANCIAL DATA

### FOUNDATION DATA

<table>
<thead>
<tr>
<th>Project SpeedType</th>
<th>7020010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Roary’s Operations</td>
</tr>
<tr>
<td>Fund</td>
<td>900</td>
</tr>
<tr>
<td>GL Account Number</td>
<td>751105 Transfers Out -Air</td>
</tr>
<tr>
<td>Activity (if any)</td>
<td>▼</td>
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<tr>
<td>Amount</td>
<td>138.98</td>
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<table>
<thead>
<tr>
<th>Project SpeedType</th>
<th>7020010</th>
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<tbody>
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</tr>
<tr>
<td>GL Account Number</td>
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<td>Amount</td>
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<tbody>
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<td>Roary’s Operations</td>
</tr>
<tr>
<td>Fund</td>
<td>900</td>
</tr>
<tr>
<td>GL Account Number</td>
<td>751103 Transfers Out -Pe</td>
</tr>
<tr>
<td>Activity (if any)</td>
<td>▼</td>
</tr>
<tr>
<td>Amount</td>
<td>108.00</td>
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### UNIVERSITY DATA

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Activity Name</td>
<td>Roary’s Fund 604</td>
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<tr>
<td>GL Account Number</td>
<td>683990</td>
</tr>
<tr>
<td>Amount</td>
<td>297.27</td>
</tr>
</tbody>
</table>

## UNIVERSITY DATA

### DESCRIPTION AND BUSINESS PURPOSE

Expense reimbursement request for Roary’s travel related expenses for expense report #123456 and TA #123456. Roary attended a conference in Tampa, FL for professional development purposes from 7/10/17 to 7/13/17. Attached please find copy of TA, Expense report and corresponding receipts for this travel.

### APPROVALS

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor’s intent.

<table>
<thead>
<tr>
<th>PID</th>
<th>Name</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1415468</td>
<td>Jacqueline Gonzalez</td>
<td>03/28/2019</td>
<td>(305) 348-2359</td>
</tr>
</tbody>
</table>

Reason for VP signature: Spouse attendance, Gifts over policy limits

<table>
<thead>
<tr>
<th>Send Back</th>
<th>Select...</th>
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Reason:

Send Back
<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor ID</th>
<th>Amount</th>
<th>Voucher/TAR/ProCard/GLE_hdr_Ref</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Journal LineDescr</th>
<th>Activity ID</th>
<th>Activity Name</th>
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<tbody>
<tr>
<td>Airfare - In State</td>
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<td></td>
<td>231001000 711213 751105</td>
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<tr>
<td>Refer to TA #123456.</td>
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<tr>
<td>Per Diem - In State</td>
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<td></td>
</tr>
</tbody>
</table>
| TOTAL: | | | | | | | | | | | | | 297.27
COPY OF TRAVEL AUTHORIZATION

Make sure that the TA shows the "Benefit to FIU or Project Field"
COPY OF EXPENSE REPORT
COVER PAGE

Remember to reference the expenses listed on the expense report cover page to each corresponding receipt.
COPY OF CONFERENCE AGENDA/
TRAVEL ITINERARY
COPY OF RECEIPT

AIRFARE - Include detailed receipt showing type of airline ticket purchased.
COPY OF RECEIPT

AIRFARE - Include detailed receipt showing type of airline ticket purchased.
PERDIEM - Include how the perdiem total amount was calculated per day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/2019</td>
<td>B, L, D</td>
<td>$36.00</td>
</tr>
<tr>
<td>7/11/2019</td>
<td>B, L, D</td>
<td>$36.00</td>
</tr>
<tr>
<td>7/12/2019</td>
<td>B, L, D</td>
<td>$36.00</td>
</tr>
<tr>
<td>7/13/2019</td>
<td>Meals provided</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total:** $108.00