

Subject: Spending and Operating Guidelines for the AY 2021-22 (effective August 17, 2021)

Dear all,

Please find enclosed spending guidelines (applicable to both operating budgets and endowments) as well as some operating reminders for this AY 2021-22. This document complements the [Operating Plan for Fall 2021](#) that was recently circulated by the COVID-19 Task Force. Some policies may be revised as we continue to move through the global COVID-19 pandemic.

### **A. General Spending Guidelines**

While the DOF office expects business to be conducted as close to normal as possible starting this Fall, there are a few spending reminders listed below.

1. **Travel:** Both domestic and international travel will be approved using Hamilton funding this AY 2021-22. In addition, faculty may continue to attend a conference virtually. To request funding for any travel plans, please submit through the [faculty travel authorization form](#). The DOF office will fund one conference per faculty member and a second if funds are available. Preference will be given to faculty who are presenting their scholarly work.
  - a. A similar policy applies to students who wish to attend a conference either in person or virtually to present their scholarly work with a \$500 maximum from the DOF general student travel budget.
  - b. Those planning to travel are reminded to follow CDC guidelines for either [domestic](#) or [international](#) destinations. All vaccinated travelers, including faculty and students, from international locations should consult the [Operating Plan for Fall 2021](#) for relevant information to return to campus.
  - c. Please reference the College's [travel policies](#) for information related to air fare, lodging (including sales tax exemption in NY and several other states), meals, exchange rates for foreign travel, and other allowable expenses paid by the College.
2. **Off-Campus events:** Field trips or other off-campus events are permitted. Please submit a request through the [field trip and excursion form](#). Faculty and students should take precautions and follow the guidelines when traveling for College sponsored events (e.g., wear face covering when indoors).
3. **On-campus gatherings** are permitted as indicated in recent [guidelines](#). Large gatherings of more than 50 people should take place outdoors whenever possible. The task force will provide more detailed guidance closer to the start of the Fall semester. Catering will be limited.
4. **Student entertainment funds** are available for faculty to use this academic year.
5. **On-campus speakers** will be allowed with a modest honoraria. The DOF office expects all on-campus speakers to be fully vaccinated against COVID-19. The sponsoring faculty member is responsible for verifying vaccination status of visitors. If invited speakers are not fully vaccinated, they may participate remotely via ZOOM or other web based

platform, but will not be invited to campus. To request funding, please submit through the [public speaker form](#). No honoraria will be paid without advanced approval. Note that honorarium payments to foreign speakers who participate from abroad (not in the U.S.) are not subject to U.S. tax. However, any speaker whether US or foreign who participates virtually while physically in the US is subject to tax withholding and reporting. For payments to foreign speakers not in the US, please email Roxann Jeffers at ([rjeffers@hamilton.edu](mailto:rjeffers@hamilton.edu)) and copy Nicolas de la Riva ([mdelariv@hamilton.edu](mailto:mdelariv@hamilton.edu)) with the following information:

- Full name & email address;
- Date payment is required;
- [Foreign source statement \(individual\)](#); or
- [Foreign source statement \(corporations & other entities\)](#).

## **B. Faculty Searches: Tenure-Track, Renewable, and Leave Replacements**

Faculty searches approved for a July 1, 2022 start date will move forward with national searches.

## **C. Technology Needs for the Classroom & Research**

If faculty need classroom technology and AV support for in person teaching in the Fall, please reach out to Abbi Tushingam with the Audio Visual Services team ([atushing@hamilton.edu](mailto:atushing@hamilton.edu)).

Professorship and Startup funds may be used to purchase IT for research purposes. Technology purchases for research will need approval through the DOF using the [Research Request Form](#) and for computers, tablets, or iPads a [Computer Purchase Form](#). Faculty should not buy equipment on their own (if they expect reimbursement).

## **D. Student Employees**

Students may be employed at the College starting in the Fall semester. All student employees, including research and teaching assistants, will need approval through the department chair when utilizing the department's operating budget. Supervisors should complete and send the [employment authorization spreadsheet](#) to Anna Moskal in HR ([amoskal@hamilton.edu](mailto:amoskal@hamilton.edu)) and copy their chair and AOA. This template replaces the previously used Employment Authorization Form. Note that students must be in the system prior to commencing work. HR will work directly with students to ensure all paperwork is completed. Please refer to the [student employment and payroll procedures](#) for additional information such as determining pay rates and approving timesheets.

## **E. Outside Service Providers**

Contractors, vendors, and service providers who are faculty/student facing are required to be vaccinated when on campus and/or in buildings for work. Unvaccinated providers may not enter campus buildings and should wear a mask whenever they are within six feet of others outdoors. Unvaccinated providers that must enter buildings for any reason must receive prior approval

from either Penny or Nathan. Please contact your ADOF (Nathan or Penny), if an outside service provider is unvaccinated and needs to access an academic building.

## **F. Payment and Reimbursement Processes Related to DOF Managed Funds**

Payments to vendors and reimbursements to faculty are processed through electronic links. The business office will no longer accept paper copies of payment and reimbursement requests. Please use the new [invoice payment form](#) when you are submitting an invoice provided by a vendor. Please use the new [check request form](#) for payments not supported by invoices such as honorariums or employee reimbursements. A check request can be paid by a check or direct deposit payment. If you need assistance with completing any of the electronic links, please reach out to your academic office assistant or refer to [Frequently asked Questions](#).

Please refer to the DOF's decision tree (see next page) which outlines the steps for submitting payment and seeking approval for reimbursement (including student entertainment, speaker-related expenses, recruitment, and faculty travel). Prior approval is needed from the respective ADOF before utilizing DOF managed funds, including start-up funds and endowed professorships. Whereas, prior approval is needed from the respective Chair before utilizing operating budgets managed by the department.

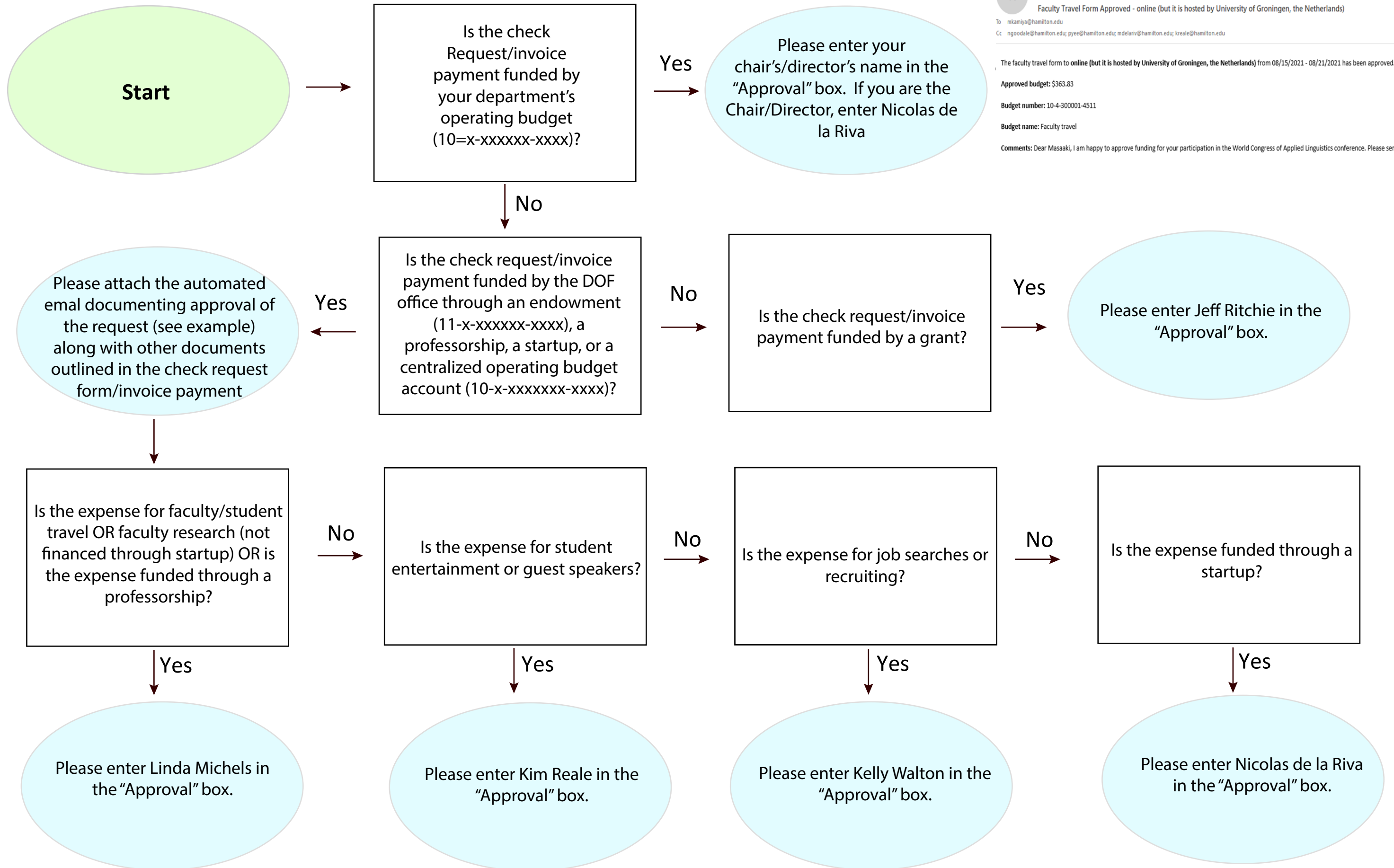
Please note that the College's fiscal year begins July 1 and ends June 30. All reimbursement requests and receipts must be submitted to the DOF in a timely manner throughout the academic year. This is particularly important when we approach year-end deadlines. If requests are received after mid-July, the business office will process them in the subsequent fiscal year.

For additional information related to budget policies and procedures, please reference the "DOF Guide for Budget Managers & Administrators" that can be found under the [handbooks & guidelines](#) section on the DOF webpage.

Decision Tree: Who Should You Enter in the Approval Box of the Online Check Request Form and Invoice Payment

updated 3/26/2021

Link to Online Forms: <https://my.hamilton.edu/offices/business/accounts-payable/payment-links>



Example: Automated Email

