This document outlines procedures for submitting requests for reimbursement from Dean of Faculty funds, including student entertainment, speaker-related reimbursements, recruitment, and faculty travel.  All forms referenced below may be accessed on the Dean of Faculty website [***https://my.hamilton.edu/offices/dof/handbooks-and-forms/forms***](https://my.hamilton.edu/offices/dof/handbooks-and-forms/forms) using the "Forms and Handbooks" link on the right-hand side of the site.  If you need help completing these forms, please ask your academic office assistant.  Guidelines for travel and research support and speaker funding are on the DoF website and can also be found in the *Red Book*.  Please note that direct deposit for reimbursable expenses is available (see below).  Please note that direct deposit for reimbursements is not the same as payroll direct deposit.

**Spending of College money must be approved prior to spending it, using one of the approval forms.  This includes all endowed professorship funding.**

Because of the volume of reimbursement requests we receive, any that are incomplete will be returned.

The proper reimbursement form, along with original receipts must accompany all reimbursement requests. This includes itemized hotel bills, as well as itemized restaurant receipts when requesting reimbursement for anything other than travel per diem. Any form requiring an account number may be filled in with all zeros.  The appropriate account number will be added to the form once we receive it. **Travel Expense Reimbursements:**  Please use the **Travel Expense Report form**.  The form will automatically calculate expenses when they are typed in.  **Please be sure to include your College ID number and specifics regarding the trip and staple original receipts to the back of the form**.  Receipts are not required for the per diem, which cannot exceed seven days.  Please note that trip insurance is not a covered expense.

**The College's tax-exempt number must be used for any travel within New York State**.  Sales tax on lodging in New York State will not be reimbursed.  Tax-exempt forms are available online at [***https://my.hamilton.edu/documents/NYS%20Tax%20Exempt2018.pdf***](https://my.hamilton.edu/documents/NYS%20Tax%20Exempt2018.pdf).  There may be situations in which an employee can save money on lodging by booking a room through a website such as Hotwire and sites such as these will always charge sales tax regardless of tax-exempt status. If an employee uses a dotcom to pay for lodging in a state which exempts the College from sales tax, the employee may be reimbursed for such sales tax if they provide documentation that their total lodging costs were less than the amount that would have been paid if booked through the online reservation tool available through [BTI](https://my.hamilton.edu/offices/business/travel-1). A print screen of the hotel options and pricing offered by BTI for the travel destination will be considered adequate documentation.

* **Foreign Travel Reimbursement:** Unless a credit card statement is included showing the foreign conversion, the only foreign conversion form the Business Office will accept can be found at [***http://www.xe.com/travel-expenses-calculator/***](http://www.xe.com/travel-expenses-calculator/).  This website is also listed on the Travel Expense Report for your convenience.  **Note that the boxes under *Enter foreign exchange fees*, on the form should all be changed to 0%.**  All expenses should be listed on the same sheet, printed, and stapled to the back of the Travel Expense Report form.

Travel expense report forms should be sent to Linda Michels.

**Student Entertainment Reimbursements:**  All faculty who are teaching may receive up to $100 per semester for student entertainment expenses.  Please complete a **Check Request** **form**, **include your College ID number, and staple original receipts to the back of the form**.  **All receipts must be received by June 30**. The account number will be filled in by the DoF office.  Completed forms should be sent to Kim Reale.

**General Reimbursements:**  Please complete a **Check Request** **form**, **include your College ID number**, **and staple original invoices/receipts/bills to the back of the form**.  The account number will be filled in by the DoF office.  Forms should be sent to Linda Michels.

**Recruitment Reimbursements:**  For all personnel recruitment reimbursement requests please complete a **Check Request** **form**, **include your College ID number, and staple original receipts to the back of the form**.  The account number will be filled in by the DoF office.  Forms should be sent to Kelly Walton.

**Speaker-Related Reimbursements:**  A **Check Request** **form should be used with original receipts stapled to the back of the form**.  **Please note that a completed W-9 is required for all honorariums, as well as the email approval from the DoF**.  Please follow the guidelines found on the Business Office website [***https://my.hamilton.edu/business/payroll/policies/payments-to-foreign-visitors***](https://my.hamilton.edu/business/payroll/policies/payments-to-foreign-visitors) for all international speakers.  Forms should be sent to Kim Reale.

**Start-up funding:** Requests to spend start-up funds for research or travel are approved through submitting a [**Research Funding Authorization Form**](https://www.hamilton.edu/offices/dof/handbooks-and-forms/research-funding-authorization-form) or a [**Faculty Travel Authorization Form**](https://www.hamilton.edu/offices/dof/handbooks-and-forms/faculty-travel-funding-authorization-form). Invoices for vendor payment or receipts and [check requests](https://www.hamilton.edu/offices/business/check-request-form) for reimbursements should be sent to Nicolas de la Riva. For additional guidelines on use of start-up funds, please visit [***https://www.hamilton.edu/offices/dof/research-support/guidelines-for-start-up-funds#undefined***](https://www.hamilton.edu/offices/dof/research-support/guidelines-for-start-up-funds#undefined).

**Direct Deposit for Reimbursable Expenses**:  To receive reimbursement of expenses by direct deposit, an enrollment form, located on the WebAdvior site, must be completed.  Login to WebAdvisor, [***https://webadvisor.hamilton.edu***](https://webadvisor.hamilton.edu), select Employees and then Bank Information (U.S.) under Financial Information.  Enter your bank information, read the Terms & Conditions, check "Agree," then click Submit.  After successful enrollment you will receive an immediate confirmation in WebAdvisor followed by an email confirmation.  Direct deposit may take at least one disbursement cycle to take effect.  You will receive email notifications when payments are sent to your bank.  Accounts payable direct deposit enrollment does not modify your payroll direct deposit account.  You can change your bank account or end direct deposit for accounts payable at any time through WebAdvisor.  If you have any questions you may call Amanda Gleasman at ext. 4320.

Please note that the College’s fiscal year begins July 1 and ends June 30.  All reimbursement requests and original receipts must be submitted to DoF in a timely manner throughout the academic year.  This is particularly important when we approach year-end as the deadline to submit reimbursements, including outstanding requests, is July 15.  Requests received after July 15 will not comply with the accounting rules followed by the College.  In the event requests are received after July 15, due to circumstances outside of the individual’s control, reimbursements will be reviewed and processed accordingly in the subsequent fiscal year.  However, this will adversely impact the budget for the following academic year.

**For the quickest turnaround time, we ask that all forms be typed and printed with original receipts stapled to the back of the form and sent to the DoF staff.**  Please call Linda Michels at ext. 4608 with any questions.