RIT | National Technical Institute for the Deaf

FEAD Funds Reimbursement Procedure

Grant administration and reimbursement process: It is the recipient's responsibility to ensure compliance with all RIT/NTID accounting policies and applicable travel policies and procedures before incurring any expenses.

Once an award is approved, the NTID Dean will send the award letter to the recipient and copy the recipient's department financial contact, the Assistant to the NTID Dean, and Tammy Palmieri, Financial Coordinator in the NTID Office of the President.

All expenses—including purchases, travel expenses, and employee reimbursements—must be processed and charged through the recipient's home department. The department will be reimbursed from the FEAD grant budget after all expenses have been fully processed.

Receipts and supporting documentation are required for all expenses. **FEAD funds may not be used for credit-bearing courses or wages of any kind, including faculty, staff, or student wages.**

The recipient should work with their department financial contact throughout the process. Once all expenses have been processed, the financial contact should submit a complete reimbursement package to Tammy Palmieri at tlpnop@rit.edu. The package should include a copy of the award approval, a ledger showing the expenses, all receipts, and any other supporting documentation.

Tammy will then complete a journal entry or transfer entry to reimburse the recipient's home department.

Spending period: Expenses must be incurred between the proposal approval date and the end of the approved activity.

Submission deadline and carryover: Reimbursement requests will not be accepted after September 15 of the budget year in which the proposal was approved. Funds do not carry over from one fiscal year to the next.
A project that crosses budget years should be proposed in two phases (see the proposal guidelines).