

Journal Entry Reimbursement Processes

Purchases of all kinds should be processed using the department budget account numbers for which you have authority. All reimbursements from the President's office and from the Associate Vice President of Academic Affairs must be processed, **within 60 days of the purchase, by journal entry following the process below:**

Use your department account numbers when completing the Travel Expense Report or other purchase processes. After the charges have posted to your sub-ledger, prepare a separate journal entry for each traveler reimbursement. Be sure to use the appropriate corresponding object codes.

For June budget closing, all reimbursement journal entries are due to the Financial Coordinator (Barb DellaVilla) by June 15th.

For September budget closing, all reimbursement journal entries are due to the Financial Coordinator (Barb DellaVilla) by September 15th.

Travel, FEAD, Mini Grant, and all other reimbursements from the President's Office or from the AVP of Academic Affairs:

Processing the Journal Entry:

1. In the description, input the employee name and the reason for reimbursement; ex: "Smith_FEAD Reimbursement" or "Jones_Candidate Search Reimbursement"
2. Send one email to the Financial Coordinator in the NTID Deans' Office (bldbur@rit.edu) with the subject line being your JE number. Also, attach the following:
 - a. A screenshot of the JE (include all lines)
 - b. A copy of your sub-ledger analysis report showing the posted charges
 - c. Written approval for reimbursement from either the AVP of Academic Affairs or from the NTID President, Dean.
 - d. All receipts

Recruiting Reimbursements:

All charges/receipts will be sent to the NTID Employee Administrator, Maria Ocasio, (mtonvd@rit.edu) who will review the charges and determine if they are deemed reimbursable. If you have any questions, please contact her directly.

Processing the Journal Entry:

1. In the description, use "employee name_Recruitment"
2. Process a separate JE for each candidate who was recruited
3. Enter each expense on its own line (do not combine expenses by object code)
4. Include the following documentation in an email to the Sr. Staff Specialist in the NTID Deans Office (bldbur@rit.edu):
 - a. A screenshot of the JE
 - b. A screenshot of your sub-ledger analysis report showing the posted charges
 - c. The receipt(s)

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- d. The NTID Employee Administrator's email of approval
- e. The BR#, position and PC#

Professional Development charges:

Use the appropriate object code for the purchase and then complete a PCM to move funds from your 79020 object code to the corresponding code used at the time of your purchase. For tracking and balancing purposes, be sure to specify on the PCM who the professional development funds were used by.