

FEAD Funds Reimbursement Procedure

It is the responsibility of the recipient to ensure that RIT/NTID Accounting Policies are followed prior to making expenditures.

Once approved, the Associate VP for Academic Affairs will send out a letter to the recipient, copy in the department budget assistant, the Assistant to the Associate VP for Academic Affairs and the Financial Coordinator in the NTID President's Office. The department budget assistant should schedule a meeting with the Financial Coordinator in the NTID President's Office (Tammy Palmieri) to discuss the spending plan and procedures.

All purchases should be made through the recipient's home department. Receipts will always be required.

FEAD funds will not cover any credit bearing courses.

FEAD Funds will not cover wages of any kind including Faculty/Staff or student.

- Expenses will be reimbursed to the recipient's department for the exact amount spent, up to the amount of the award.
- In the case of travel or conference registration, the recipient's department budget assistant should make the travel arrangements following RIT Policy and using their department account numbers.
- A journal entry (JE) should be processed by the budget assistant in the recipient's department for reimbursement from FEAD Funds.
- Obtain email approval from the Financial Coordinator for the reimbursement prior to creating a JE. Include the approval with your backup documentation and process the JE within 60 days of the expense.
- Contact the Financial Coordinator in the President's Office (tlpnop@rit.edu, 5-6867) for the correct FEAD account number.
- The description on the JE should be:
 - To reallocate (Date) (Category or name of good/service) for (Name) FEAD from (Department 5-digit number)
 - Example: To reallocate 6.30.22 office supplies expense for John Smith FEAD from 12345
- Expenses should hit the object code that correctly corresponds to the expense item.
- A copy of the JE that includes all back up documentation should be sent to the Financial Coordinator (tlpnop@rit.edu) after submitting the JE in Oracle.

Expenditures must occur between the proposal approval date and the end of the proposed date of activity.

Reimbursements will not be accepted after September 15th of the budget year in which the proposal was approved.

Funds do not carry over from one fiscal year to the next. Any project that crosses budget years should be proposed as two phases (see proposal guidelines).