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 their department budget assistant, the Assistant to the Associate VP for Academic Affairs and the Sr. Staff Specialist in the NTID President’s Office. The department staff assistant should schedule a meeting with the Sr. Staff Specialist in the NTID President’s Office (Barb DellaVilla) 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 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 staff assistant should make the travel arrangements following RIT Policy and using their department account numbers. When completing the Travel Expense Report (TER) the account numbers below should be used up to the amount of the award. The name of the Associate VP for Academic Affairs should be added as an approver at the bottom of the TER and you should obtain his signature (Stephen Aldersley) along with the signature of your department chair.
• A journal entry should be processed by the budget assistant in the recipient’s department. 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 6.30.14 office supplies expense for John Smith FEAD from 12345}
• Expenses should hit the object code that correctly corresponds to the expense item.
• Journal entry account numbers to use are:

  01.47003.73150.25.03014.00000 for Supplies Office FEAD
  01.47003.73250.25.03014.00000 for Supplies Instructional FEAD
  01.47003.73750.25.03014.00000 for Supplies Software FEAD
  01.47003.74250.25.03014.00000 for Postage FEAD
  01.47003.75010.25.03014.00000 for Participant Fees FEAD
  01.47003.76100.25.03014.00000 for Research & Testing FEAD
  01.47003.79020.25.03014.00000 for Travel Professional Development FEAD

• Contact the Sr. Staff Specialist in the President’s Office (5-6867) for exceptions to these account numbers.
• The JE, along with all supporting documentation should be sent via email to the Sr. Staff Specialist in the NTID Office of the President (Barb DellaVilla) for approval.

Expenditures must occur between the proposal approval date and the end of the proposed date of activity. Journal entries should be submitted within two weeks of 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.)