

Financial Manager Information Packet

Finance & Operations Team Members



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Financial Team Aliases

- travel@bren.ucsb.edu – For travel-related requests and inquiries (routed to Dee & Onella)
- purchasing@bren.ucsb.edu – For information and questions about purchasing (routed to Briny)
- finance@bren.ucsb.edu – For any other financial questions or concerns (routed to Kim & Amanda)
- personnel@bren.ucsb.edu – For questions related to hiring (routed to Onella)

Funding

Each Group Project is provided a total budget of \$1,500* (state funding).

- \$1,300 for supplies, materials, travel, etc.
- \$200 for Bren Printing (photocopying and printer quota)
 - Group will decide on allocation of the \$200 of printer funds. e.g one designate assigned to print or can split funding between all group members. Funds will be allocated to designated member(s) personal printing account by the Compute Team.
 - Printing costs: black and white = \$.03/page; color = \$.20/page
 - If printing funds have been fully spent, students can sign agreement to bill their BARC account for additional printing fee's.

**Note: some clients provide additional funding to their group*

Additional Funding Information

Extramural Funding types

- Paid Direct
 - Funds given directly to group project for use
 - Client pays for expenditures like travel
 - No contract required to receive funding
- Gifts
 - Funds given to UCSB with general direction for use
 - No Deliverables
 - Generally unrestricted uses
 - No contract required to receive funding
 - DO NOT contact donors directly. Communication with donors is made by the Development Team – Lotus Vermeer & Beth Pitton-August
- Contracts and Grants
 - Funds given to UCSB with specific stipulations
 - Deliverables – Progress reports and findings
 - Funding uses restricted by contract and university C & G rules
 - Official university signature and approval from the Office of Research required to accept funding
 - All C & G activities run through the Financial Team – Kim Fugate and Amanda Maffett
 - Potential Indirect Cost

You are not authorized to sign anything or enter into any agreements on behalf of the University of California!

- This includes Memos of Understanding, Confidentiality Agreements, Non-Disclosure Agreements

Sample Budget

Vendor Name/Payee	Expense Details	Payment Type	Amount	Balance Available
<i>Opening Budget</i>				\$1,300.00
SB Printer	Group Poster	Department Flex Card	\$500.00	\$800.00
Kinko's	Briefs	Personal credit card	\$250.00	\$550.00
Office Max	USB Flash drive	Purchase Order	\$25.00	\$525.00
Carl Fredricksen	Meal reimbursement - Breakfast meeting, off site with client	Entertainment Form	\$29.29	\$495.71
Charles Muntz	Personal vehicle mileage - Travel to meet with client, Ventura, CA	Domestic Travel Form	\$55.55	\$440.16

Purchasing

Purchasing procedures

- The preferred purchasing method is to send purchasing requests to the purchasing@bren.ucsb.edu alias.
- Orders are placed by the Bren Financial Team, and the requestor will be notified when the item has arrived.

Reimbursements

- Purchasing GP materials and then getting reimbursed is allowed, but typically easier to have Bren purchase items on behalf of your group.
- Original receipts are required for all expense claims.
- Submit original itemized receipts to Briny Litchfield noting what the expense was for and what Project Code to charge.

Reimbursement forms can be found on the Bren website or picked up in Bren 2522.

Travel

Allowable Expenses

- Transportation
 - Airfare – economy only, US Flag carrier if international travel
 - Train/Bus/Taxi (no limo service)
 - Rental Car and Gas – Deny insurance coverage
 - Personal Car Mileage – Currently \$0.535 per mile for 2017
 - UCSB vehicle rentals (At least 2 weeks notice required to coordinate rental)

- Hotel
- Food
 - Domestic – up to \$74 for a 24 hour period, with original itemized receipt(s)
 - International – Per diem per State Department website
- Conference Registration
- Parking

Non-allowable Expenses

- Alcohol
- Personal Entertainment
- Limos/Hotel Suites/First Class Airfare, upgrades non-refundable
- Internet Package Deals

Travel Reimbursements

- Fill out the appropriate Domestic or Foreign Travel Reimbursement Worksheet
- Travel must take place prior to reimbursement
- Names must appear on all receipts
- Turnaround time for reimbursement checks ~ 3-4 weeks

Travel Advances

- 2 Weeks to process
- Must complete Travel Advance Worksheet
- Check will be sent to address indicated on form
- Must submit Domestic or Foreign Reimbursement Worksheet following completion of trip to the travel team no later than 30 days upon completion of travel

For booking trips or questions about travel, please email travel@bren.ucsb.edu.

All travel forms can be found on the Bren website or picked up in Bren 2522.

Entertainment

Entertainment is typically an out-of-pocket reimbursement. Project funds may be used to provide meals at business meetings

- Light refreshments and simple meals are allowable (e.g. bagels and coffee, light lunch)
- Not for celebratory events
- **Clients/stakeholders/advisors from off-campus* must be present.** **Exceptions can be made if UCSB is your client.*

To collect an entertainment reimbursement, please fill out the Business Meeting/Entertainment Worksheet (available on the Bren Financial Services web page or in Bren 2522)

- Documentation that must be included with the form includes:
 - Itemized Receipt
 - Names of all attendees
 - Affiliation

- Reason for business meeting

Employment

Hiring someone to work for your Group. Examples include:

- Editing
- Compiling Research
- Surveys

Talk to us before offering anyone a job!!!

Questions we have to ask

- Are they legally allowed to work in the US?
- Do they already work elsewhere on campus?
- Do they have a SSN or ITIN?
- Should they be a contract employee?
- Is there a conflict of interest (i.e. friend, relative, spouse etc...)

Contracts for Services

- Personal Services Agreements
 - Business Services
 - Request for Services doc
 - At least 2 weeks in advance
 - Insurance requirements
 - Plan way in advance!
- Letter Agreement
 - Small total cost
 - Done in Bren
- Arms-Length Policy = No Friends/Family/Co-workers
- Must be eligible to work in US

Telephone/Conference Calling

Each group will be given a unique five-digit Authorization Code for calling off campus.

- Can be used from any UCSB phone
- Can be used for conference calls when dialing out to *1 or 2 outside parties**
- All costs for making calls charged to your GP code
- Billed in arrears

*For calls to more than 2 outside parties, groups may set up Ready Talk conference calling. Must request ReadyTalk set-up from Amanda at least 24 hours in advance (finance@bren.ucsb.edu)

Parking Permits

All permits must be requested through the travel team (travel@bren.ucsb.edu). There are 4 types of parking passes:

- Guest Parking - \$8/day. Park in student/visitors lots. Closest Mesa Parking Structure, Lot #18.
- Three-hour Scratcher Passes - \$8/three hours. Park in any faculty/staff/visitor lot, including Bren Parking Lot #1.
- VIP Permits - \$10/day. Park in any faculty/staff/visitor lot, including Bren Parking Lot #1.
- Reserved Space - \$30/day. Specific parking space reserved in any lot for all day usage featuring a yellow sandwich board with guest name on it.

Most groups get their visitors either a three-hour pass or a VIP Permit, as those allow for parking in the lots closer to Bren Hall.

Forms & Information

All forms and financial information can be found on the Bren website under Internal Services → Financial Services. <http://www.bren.ucsb.edu/services/accounting.htm>