

Group Project Financial Manager Guidelines

Finance & Operations Team Members



Kim Fugate
Business Officer
kfugate@bren.ucsb.edu
805.893.3540
Bren 2516



Bridget Mastopietro
Finance Manager
bridget@bren.ucsb.edu
805.893.7457
Bren 2514



Briny Litchfield
Purchasing
Coordinator
briny@bren.ucsb.edu
805.893.6114
Bren 2522



Dee White
Resource Coordinator
dee@bren.ucsb.edu
805.893.8452
Bren 2400A



Onella Gayraud
Payroll/Personnel
Coordinator
onella@bren.ucsb.edu
805.893.6114
Bren 2522



Sage Davis
Building Manager
sage@bren.ucsb.edu
805.448.0028
Bren 1016

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 & Bridget)
- 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 decides allocation of the \$200 of printer funds, e.g. one or more member(s) can be assigned printing funds which will be credited to their personal printing account(s) by the Bren 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 fees.

**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 Bridget Mastopietro
 - 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

- Send purchasing requests to the purchasing@bren.ucsb.edu and included item(s) description, cost, url/link if available, GP name and project code, and the date needed.
- Orders will placed by the Bren Financial Team and requestor will be notified when the item arrives.

Reimbursements

- Reimbursement for purchasing GP materials is allowed, but it is typically easier to have Bren purchase items on behalf of the group.
- Original receipts are required for all reimbursement requests.
- Submit a completed and signed Reimbursement form along with 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

- Send travel requests to travel@bren.ucsb.edu to ensure proper booking procedures are followed and that the required reimbursement paperwork and back-up documentation is attained.
- Transportation
 - Airfare – economy only, US Flag carrier if international travel
 - Train/Bus/Taxi (no limo service)
 - Rental Car and Gas – Insurance is not reimbursable if you book a rental car on your own

- Send vehicle rental requests to travel@bren.ucsb.edu. Reservations will be placed via Connexus, or TPS (Transportation & Parking Services). Insurance is included in the UC contract rate.
 - Personal Car Mileage – Currently \$0.54 per mile for 2018
 - UCSB vehicle rentals (Note: min. 2 weeks' notice required)
- Hotel
- Food
 - Domestic – up to \$62 for a 24 hour period, with original itemized receipt(s)
 - International – per diem see State Department website
- Conference Registration
- Parking

Non-allowable Expenses

- Alcohol
- Personal Entertainment
- Limos/Hotel Suites/First Class Airfare, upgrades non-refundable
- Internet Package Deals
- Clothing
- Gifts
- Insurance
- Dry-cleaning/laundry services

Travel Reimbursements

- Travel must take place prior to reimbursement
- Complete the appropriate Domestic or Foreign Travel Reimbursement Worksheet
- Original itemized receipts required.
- Each traveler is responsible for completing their own reimbursement worksheets and submitting original itemized receipts.
- Submit travel reimbursement requests (signed by GP Financial Manager) within 30 days of completion of the trip
- Processing time for reimbursement checks ~ 2-4 weeks (through UCSB's General Accounting department)

Travel Advances

- Submit a completed and approved Travel Advance Worksheet at least 2 weeks prior to trip.
- Travel Advance check will be sent to address indicated on Worksheet
- Required: To close out the Travel Advance, you must submit a Domestic or Foreign Reimbursement Worksheet with appropriate receipts to the travel team no later than 30 days upon completion of travel.
- Failure to complete the required paperwork will result in an obligation to return the full amount of the travel advance back to the UC Regents.

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 expense and is reimbursable business meeting with GP client.

- Light refreshments and simple meals are allowable (e.g. bagels and coffee, light lunch)
- Not for celebratory events
- Alcohol is not covered
- **Clients/stakeholders/advisors from off-campus* must be present.** **Exceptions can be made if UCSB is your client.*
- Please do not hesitate to ask if you have any questions regarding allowable expenses!

For 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 and titles of all attendees
 - Affiliation
 - Reason for business meeting

Employment

Contact personnel@bren.ucsb.edu before offering anyone a job or before utilizing an outside vendor!!!

Hiring someone to work for your Group. Examples include:

- Editing
- Compiling Research
- Surveys

Questions we will ask:

- Are they legally allowed to work in the US?
- Do they currently 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 in advance!

- Letter of 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 Bridget 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 Lot #1 directly behind Bren Hall and Lot 10 Parking Structure.
- VIP Permits - \$10/day. Park in any faculty/staff/visitor lot, including Lot #1 directly behind Bren Hall and Lot 10 Parking Structure.
- Reserved Named Space - \$30/day requested at least 24 hours prior to guest's arrival. Specific parking space reserved for all day usage featuring a sign with guest's name on it.

Most groups get their visitors either an \$8 three-hour permit or a \$10 VIP Permit, as these 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>