

Paperwork Process for Restricted Funds & Cost Share Funds

Employee Status Form

- Route to Chair and Dean.
- Route to Sponsored Programs Accounting.
- Route to Graduate School if necessary.
- Route to Academic Affairs and Research or Student Affairs as required.
- Route to Budget Office.
- Route to Human Resources/Payroll.

Travel Request (Concur)

- Route to first and second supervisor per Banner. For most faculty this will be the chair and dean.
- For foreign travel: Route to the appropriate Vice Chancellor, then to Jenny Estes.
- Route to Sponsored Programs Accounting.
- Route to Travel Office

Travel Expense Reimbursement (Concur)

- Traveler or Delegate submits Expense Report and attaches all necessary receipts.
- Route to first and second supervisor per Banner. For most faculty this will be the chair and dean.
- For foreign travel: Route to the appropriate Vice Chancellor.
- Route to Sponsored Programs Accounting.
- Route to Travel Office.

IDT (Inter-Departmental Transfers)

- Route to Chair and Dean.
- Route to Finance Office.
- Route to Sponsored Programs Accounting.
- Route to Department providing service for the "CR" account number.
- Route to Accounts Payable.

Student Support Payment Request

- Student signs completed form.
- Route to PI
- Route to Chair and Dean.
- Route to Sponsored Programs Accounting.
- Route to the Treasurer's Office.

Advance Fund Request Form

- Route to PI, Chair, and Dean.
- Route to Research and Technology Transfer or Academic Affairs and Research as needed.
- Route to Sponsored Programs Accounting.

Cost Share Form

- Route to PI of program, Chair, and Dean of department paying for the match
- Route to Provost, only if funds outside of a college or department are being committed.