Academic Removals: Funding Process & Procedures

ISSUE

Reimbursing departments for academic removal expenses in a timely manner while ensuring relevant policies and procedures are followed.

HISTORICAL PRACTICE

- The department made moving/travel arrangements and paid for newly hired academic employee to move to Davis.
- Expenses were paid through the campus financial system via vendor invoice or travel expense vouchers.
- Accounts Payable Travel reviewed and approved removal expenses.
- Once approved, Accounts Payable processed a Distribution of Expense document moving the campus share of the new faculty member’s removal expenses from the departmental account to a central account held in the Offices of the Chancellor and Provost.

Historical Process Issues

- Unknown whether or not academic removal policies were being followed or reviewed consistently.
- Accounts Payable Travel team reviewed removals with an eye toward IRS issues and not academic policy.
- Units experienced long delays or never received reimbursement for removal expenses.
- If expenses were solely paid via invoice (no travel involved), reimbursement for expenses were not processed.
- Central campus accounts should not hold expenses, only used for distributions. Removal expenses should be held where the expense occurred.
- Distributing removal expenses made tracking removal expenses for new faculty difficult as expenses were spread across numerous campus accounts.

NEW REMOVALS PROCESS

- The department makes moving/travel arrangements for newly hired academic employee to move to Davis. Expenses are paid through the campus financial system via vendor invoice or AggieTravel report, charging the department account (no change).
- Accounts Payable reviews and approves removal expenses ensuring UCOP G-28 and G-13 policies are followed.
• On a quarterly basis, departments submit the Removals Reimbursement Template to BIA for reimbursement. By submitting this template, the department is acknowledging that academic removal policies have been reviewed and the submitted reimbursement request adheres to these policies.

• BIA will review reimbursement template and will work with departmental and/or dean’s office staff to resolve any issues. If no issues are found and all vendor invoice and travel expense voucher documents have been fully approved by the Accounts Payable team, BIA will process a budget adjustment document in KFS to allocate the campus’s share of the faculty member’s removal expenses.

• Campus allocations will be provided in 19933 funds.