MDU Helpful Administrative Processing Tips

1. **Travel**

   o Faculty can input their own travel reimbursements in iTravel to get reimbursed faster. As mentioned at your fall retreats, faculty can reach out to Francesca or Geneva to get trained and that will help speed up the process of getting reimbursed.
   o Pre-plan trips by emailing your Transactor and coordinating flights with the Your Travel Center to book flights.
   o Prepay "eligible" travel expenses for speakers to prevent speakers/guests from incurring the costs and having to submit and wait for reimbursement.
   o As soon as a trip is over, submit all related documents. (Accounting requests vouchers be submitted within 21 days of completing your trip and this includes staff processing times).
   o Provide a coversheet outlining a detailed purpose of trip, related expenses, dates, etc.
   o Provide proof of receipts and method of payment.
   o Provide source of funding (FAU).

2. **Events**

   o Pre-plan events as far in advance as possible.
   o Meet with your Event Coordinator to discuss the event.
   o Complete the Event Request Form "thoroughly", including any needs for honoraria, parking permits, catering/food, lodging, etc.
   o Honoraria – Help to ensure speaker completes forms prior to event. Funds swaps now need to come from departmental non-restricted accounts before asking for swaps (need Chair's approval)
   o Provide source of funding (FAU).
   o Provide a list of co-sponsorships for events and forward co-sponsorship approval emails Budget Analyst and Coordinators.
   o A sign-in sheet is required for events that have catering.

3. **Purchasing**

   o Prior to making a purchase, check with Transactors to if it's allowed and the best method to obtain (may require additional approvals prior to Transactors actually processing).
   o Submit request with coversheet outline.

4. **Entertainment/Catering**

   o Certain vendors accept PO's, including restaurants. If there's a bon-a-fide business purpose, a PO can be generated so faculty don't have to come out of pocket and wait to be reimbursed.
   o Check first with Transactors about entertainment policy.
   o Entertainment reimbursements requires a list of people's names in attendance.

5. **Communication**

   o Keep relevant parties included on email chains
   o Provide prompt responses
   o Stop by the office to continue to build a rapport with each other.
   o Always remember UCR's Principles of Community when interacting with each other.