FINANCE GUIDELINES

Resource for Faculty & Staff
W&M School of Education

William & Mary
School of Education

Expenditure Policies & Processes

GENERAL POLICIES FOR ALL EXPENDITURES

All Expenditures must follow university regulations. Policies do not only determine whether an expenditure is allowable; they also determine the proper method, limitations, funding source, and approval processes. To ensure compliance, the finance team can guide you through those policies so that you receive what you need for your work. Finance policies can be found in various sections of the W&M website. Most expenditure policies can be found on W&M's Procure to Pay Matrix. The finance team has identified the following areas for your review.

Reimbursements are not allowed. Exceptions are off-campus meals and travel expenses or emergency situations. All expenses must route through an official W&M purchasing or transaction system. If you purchase with your personal funds and submit receipt for reimbursement, you will not be reimbursed. Depending on the transaction, **several business days to several business weeks notice,** is required to process a transaction.

A business purpose is always required for any expenditure. Expenditures must support W&M's mission, and we must document the "who, what, when, where, why, and how" of any expense. In the case that a private fund is used, you may be required to work with the SOE's Development Office, both in documenting the use of funds and in thanking our generous donors.

All expenditures must have approval from the appropriate delegated authority (please see *Expenditure Approval Policies & Processes* section). After you have received expenditure approval, please review the policies applicable to the specific expenditure type (see following *Specific Policies for Common Expenditure Types* section*)* and reach out to a member of the finance team with any questions.

The School of Education has authority to approve expenditures up to $10,000. Expenditures of over $10,000 will need approvals external to the SOE **before** the expenditure occurs. **W&M's Contracts Manager must sign all contracts, no matter the amount**. No one within the SOE has contract signing authority.

SPECIFIC POLICIES FOR COMMON EXPENDITURE TYPES

The following information is intended as a **quick reference guide** to briefly address most financial transactions that SOE faculty and staff may need processed. It does not include every situation or transaction type. If you need further guidance on a situation or transaction, or simply need further clarification, please reach out to a member of the finance team for assistance.

- **<u>Miscellaneous Purchases</u>:** With a few exceptions, purchases must route through buyW&M. All vendors must be registered and approved. Many purchases require the use of specific, contracted vendors. The following are examples of purchases requiring a contracted vendor and not meant to be an exhaustive list: office supplies, printing services, computer equipment, promotional items, and business cards.

  IT-Purchases: Any IT-related expenditure, such as software and equipment, must have IT approval. The finance team will seek IT approval before making any IT-related purchase. Note that IT approval is valid for only one year: recurring IT purchases must have valid IT approval at the time of renewal purchase.

Printing Services: W&M Print Shop can directly bill the SOE. For non-Center-funded jobs, please use the Print Shop account, "WMSOE" and notify Liz Gentry so that the correct funds are charged. Please note that The Print Shop may ask for an index. We do not have individual indexes set up as individual accounts with The Print Shop. If W&M Print Shop is not used, you may only use another W&M-approved vendor.

Parking Services: University funds may not be used to purchase parking passes for W&M students, faculty, or staff. Individuals who **must** pay for university parking themselves (W&M students, W&M employees, and guests for whom you do not wish to cover the cost of parking) may purchase visitor parking through the Passport App. Long-term permits are purchased through parking services. University funds may be used to purchase parking for guests only by using the request form on the Parking Services webpage. Only W&M departments/staff can use the form to request parking; the form is not intended for guests to use.

- **Student Payments**: Payments involving W&M students, whether the student or the university is the primary beneficiary, are carefully regulated. Student payment processes are dependent upon the context and intent of the payments. They may include student wages, scholarships, awards, human subject payments, research participation stipends, travel reimbursements, or travel/materials expenses made on behalf of the student. It is not usually a simple process, and the finance team will need to communicate with you to know how best to approach the transaction. Transactions involving W&M students can take several weeks to process. Please reach out to the finance team for guidance well in advance of your need.

Purchases for Students: W&M may not make purchases on behalf of its students, except in limited situations in which the student incurs costs on behalf of the university. Expenditures for which a student is the primary beneficiary, such as conference travel support or research assistance, will most likely route through Financial Aid as a payment to the student. If you have a purchase involving a student for which you think the university, rather than the student, is the primary beneficiary, please reach out to the finance team for confirmation and guidance. Note that university funds **cannot** be used to purchase parking for students.

Payments to students: Student wages, scholarships, awards, human subject payments, and research participation stipends are carefully regulated. If you are planning a transaction involving a student, the finance team will work with you to process the payment correctly.

Please note that any W&M students who are also W&M employees (not student-employees or GAs, but individuals who have non-student employment status with the university) may NOT receive student support payments, such as scholarships, travel awards, research support, or other student-related support. Employee student benefits are limited to the university's tuition-assistance program.

Student Employment: Payments to W&M students involving a required service component must be processed as employment. Noncompliance results in IRS audit findings for W&M. As per Federal requirements, work *cannot* begin until the student has a completed I9 on file with the university. The finance team will assist in completing the I9. The I9 process for remote employees is different than local employees.

The finance team will work with the faculty or staff supervisor and the student on the appropriate paperwork needed to set up the employment and will give instruction regarding timesheet submission and approvals. Please reach out to the finance team as early as possible with any employment requests.

It can take several weeks for Financial Aid to set up a student's employment account. Please note that, as per W&M policy, your budget will be charged $100 for each timesheet not approved by the supervisor if the supervisor has failed to certify in two or more pay periods the prior quarter.

Student work must be part-time and limited to 29 hours per week across all W&M positions. If the student has a Graduate Assistantship (GAship) or is an international student, hours may be further limited. All GA contracts include the following language: "… you will NOT hold any other employment or college appointment of a remunerative nature without the knowledge and permission of this office." An important consideration of student well-being is the extent to which they are committed to working for the university. Students with GAships must have Dean's Office approval for additional employment.

As per W&M's [Protection of Minors Policy](), any individual working with minors must be cleared through a criminal background check. Let your finance team contact know if the student will be working with minors on campus, and they will contact HR to request the background check. The cost is roughly $25.

The standard SOE hourly rates are as follows: $18/hour for Masters-level students and $20/hour for doctoral-level students. Exceptions are rare and must have proper and approved justification. Ex: a grant may be restricted to a lower hourly rate. The lowest acceptable rate is $15.50.

- **Payments to individuals**: Non-employees receive payments through buyW&M. (If the individual is a W&M student, please see *Student Payments* bullet above). Individuals *must* become registered vendors in the buyW&M system. If they are a contractor or speaker/entertainer, contracts must be completed and approved by Procurement in buyW&M *before* any work with an individual may begin. **As soon as you are aware of any payments you wish to make to an individual, contact the finance team. Procurement and HR must first review the outlined work to determine if the individual must be hired as an employee or procured as a contractor. Paying individuals can take weeks to process and approve.**

  W&M employees must be paid through HR/Payroll. If you have a situation requiring a payment to an individual who is a current employee or who has been an employee within the last six months (including adjuncts), please contact Sarah Taylor for guidance.

  Independent Contractors are individuals with whom the university contracts for services.

  - Human Resources and Procurement, through a formal IC assessment process, must evaluate the nature of the work ahead of time to determine whether the individual must be hired as an employee or if the contract method is most appropriate.
  - According to university policy, we must ensure there is no conflict of interest in the case that the individual is an employee or immediate family member of an employee.
  - Contracts must be signed before work begins. The contracting process is housed in the buyW&M system. Therefore, individuals must be set up as vendors before a contract can be signed.
  - Depending on the amount of the contract and nature of the work, additional approvals from offices such as Procurement and HR may be required.
  - As per W&M's Protection of Minors Policy, any individual working with minors must be cleared through a criminal background check. Let your finance team contact know if the IC will be working with minors on campus.

As per **W&M's [Conflict of Interest Policy](),** there are a series of requirements to follow and approvals to obtain to contract with or pay an individual who is either an employee or immediate family member of an employee. This policy applies to contracts with companies that either employ or are owned **by employees or immediate family members of employees**. Contact Sarah Taylor if you know of any such situations.

Human Subjects are individuals participating in IRB-approved research. Payments require specific documentation outlined in Human Subjects Payment Procedures.

Participation Stipends are payments given to an individual or organization as an incentive to participate in a state sponsored program or activity. They are not typically given if part of a research incentive approved by the IRB. An award letter of other supporting documentation with a description of the program and amount to be awarded is required.

Honoraria are small payments to show appreciation to a non-employee or non-student for service. An individual cannot receive more than $1,500 total in honorarium payments within a single year. If an individual is expecting payment for a service, then it may not be processed as an honorarium. Payment must be paid via the speaker contract or independent contractor process. Please see the following information for more details re: speakers and independent contractors.

Speakers are contracted, ahead of time, through the speaker contract process. The university prefers the speaker compensation to be inclusive of all services and travel. If payment is made to a business, rather than an individual, it is mandatory for the payment to be inclusive of all services and travel.

- **Business Meals:** According to W&M policy, business meals are allowable in the following situations:
  - Business meals involving external parties (ex: job candidates, guest speakers, donors)
  - Events with students for functions that contribute to student engagement
  - Internal training and related business functions in which the following conditions are met:
    - formal training session lasting no less than two hours
    - must occur during a mealtime
    - agenda must be provided
    - department retreats serving food must be conducted primarily as training sessions and cannot occur more than once per semester and the meal must be held on campus

All business meal transactions must document the bona fide and substantive business discussion (the business purpose of the meal). Factors like location, funding source, date, and tip allowance determine the allowable total per person. Delivery cost and reasonable tip (up to 20%) are allowable so long as the total cost does not exceed the allowable per diem.

On-campus meals *must* route through the America to Go (ATG) catering system; off-campus meals *must* be paid for by an employee and reimbursed through Chrome River. If seeking reimbursement, you must provide an itemized receipt as well as proof of payment receipt. You will be reimbursed up to the maximum allowable total.

For on-campus meals, please contact the appropriate staff member to place the order in ATG. Staff need notice of at least **five business days** to place the order to ensure the order is placed, approved, and received by the vendor before the event. For events held in classrooms, please contact the finance team to place your order. If your event is coordinated through the Events & Facilities Manager, Teri Brandon, then she will work with you to place the order through her office.

- **Travel:** *All* travel expenses have limitations and restrictions. For the most up to date information, please reference the university's travel policies. Especially review policies regarding car rentals, mileage, airfare, and lodging. Please see calculator for domestic lodging and domestic per diem rates. If policy states that an expense type is allowable only against local funds, please reach out to Sarah Taylor for approval before the expense occurs. Note that most travel expenses are reimbursed to employees after travel occurs. A few expenditures (such as conference registrations and airfare/train fare) can be purchased on your behalf through a W&M purchasing system, such as small purchase credit card or travel agent. All travel expense transactions require a pre-approval.
    - **Chrome River:** All employees have Chrome River accounts to submit travel pre-approvals and expense reports. W&M's Financial Operations provides a user manual, quick guides, and an FAQ document for your use. Please know that you will not likely encounter every eventuality outlined. The W&M Travel Office is the best resource for Chrome River questions and assistance. Reference the *Expenditure Approval Policies & Processes* section for appropriate allocation number.

      Pre-approvals are required for all travel. You will submit estimated expenses by category and the system will prompt you to include information on the location, dates, conference/purpose, and funding source.

      Expense Reports must be submitted for a traveler to receive reimbursement. The pre-approval does not trigger the system to pay you automatically once the travel dates have passed. Expense reports must be linked to a pre-approval. Employees must submit Chrome River expense reports within 60 days of the date of the expense or last travel day. Under IRS guidelines, a reimbursement processed outside the 60 day limit must be reported as income to the employee.

      Travel Advance Requests are submitted through Chrome River. Funds are disbursed a few business days before the travel start date. You must still complete an expense report after travel. If you do not, the advance amount will be deducted from a subsequent paycheck. If you choose to make a travel advance request, please carefully review the W&M procedures and policies.

    - **Direct Purchases:** With a completed pre-approval, some expenses may be purchased through a W&M system. Note that, unless your travel is to Williamsburg, we are not able to book lodging for you. **Lodging expenses must be reimbursed to the traveler via Chrome River.** Contact Tracy Coates if you are a remote employee seeking lodging at an approved Williamsburg-area hotel.

      Train or Airfare can be booked through the Covington, which will charge the SOE directly with an additional $28 fee. Covington must have a copy of your approved pre-approval, which you can download as a PDF and email to the Covington agent, Connie Stell.

Registration fees can be purchased on a W&M credit card. Please contact the appropriate finance team member to make the payment. Your approved pre-approval, which you can download as a PDF, will be needed prior to processing the transaction.

Poster Printing: W&M Print Shop can print conference posters and directly bill the SOE. Please use the Print Shop account, WMSOE, and notify Liz Gentry so that the correct funds are charged. If W&M Print Shop is not used, you may only use another W&M-approved vendor.

Expenditure Approval Policies & Processes

DELEGATED AUTHORITY

All expenditures must have approval from the appropriate delegated authority, such as Dean, Associate Dean, Department Chair. Before requesting an expenditure, identify the appropriate funding source and request approval from the specific delegated authority as listed in the following sections. After you have received expenditure approval, please contact the finance team.

SOE GENERAL OPERATING FUNDS

The SOE will cover basic operating expenses without the need for approval from a delegated authority. Examples:

- **Basic Office Supplies:** Most items such as paper, tape, pens, tape, scissors, whiteboard markers are stored either in the third-floor mailroom or in the locked supply closet. Please contact Liz Gentry for your needs. If we do not already have an item in stock, she will place the order for you.

- **Phone Equipment:** The university uses Microsoft Teams for all phone lines. The SOE will provide a headset. To request a headset, please complete the SOE Phone Equipment Qualtrics Survey. Please note that (generally) equipment is optional (exception: desktop computers with no speakers/microphone). Teams calls can be made with the same equipment that you currently use for Zoom/Teams meetings.

- **Business Cards:** Business cards must be formatted according to university guidelines and purchased from an approved vendor. If you need business cards, contact Tracy Coates.

- **Computers:** SOE will provide one desktop or laptop leased from IT for full-time, non-Center faculty and staff. If an IT-leased computer does not meet your needs, the SOE may purchase a computer of up to a $2,500 value if you are able to provide justification as to why the leased computer options will not suffice. Computer leases and purchases are by the SOE's IT liaison, who will help ensure that your computer request will suit your specific needs.

  Computers are replaced on either a three or a four-year cycle, depending on the length of the warrantee and service agreements. If your computer is due for renewal, the finance team will contact you.

As per guidance from W&M Financial Operations, office resources may not be duplicated to accommodate remote work. Faculty may acquire a second computer, or other equipment, only if using professorship, grant, startup, pre-tenure, IDC/FPP, or other approved funds.

INDIVIDUAL FACULTY FUNDS

If an expense is allowable for the category AND within your allotment for the year, you do not need to seek approval from a delegated authority. The finance team will process approved expenditures.

Types of Individual Faculty Funds are as follows:

- **Research & Travel (R&T) Support Funds: $2,000 for FY25**
  - Funding is allocated to full-time, tenured/tenure-eligible faculty. Allocation amounts are announced each year by the Dean and do not rollover from year to year. The FY25 processing deadline of May 31, 2025 must be observed to ensure funds are spent in the correct fiscal year.
  - Funds are intended to directly support the faculty's research agenda:
    - Allowable expenditures: conference travel, memberships to organizations whose conferences you are attending, subscriptions, publications, research software
    - Disallowable expenditures: general supplies, equipment, computers, books, furniture, professional licensure fees, trainings, business meals, payments to or on behalf of individuals: students, guests, human subjects, research participants
  - Unless you are a faculty member in the military counseling program, use allocation 140034 in Chrome River. If you are a faculty member in the military counseling program, use 121148.
  - Expenses must follow state funding guidelines. Each faculty member may be granted a ***one-time*** exception to use local funds. If a local fund is required, please make a request to Sarah Taylor.
  - Liz Gentry assists with transactions and tracks individual spending.

- **Clinical Faculty Support Funds: $2,000 for FY25**
  - Funding is allocated to full-time, non-Center-funded, Clinical, or other non-tenure eligible faculty. Allocation amounts are announced each year by the Dean and do not rollover from year to year. The FY25 processing deadline of May 31, 2025 must be observed to ensure funds are spent in the correct fiscal year.
  - Funds are intended to support the primary purpose of the faculty's position. Any expenditure must have appropriate documentation to show how the expenditure is directly related to the expectations of your clinical role.
    - Disallowable expenditures: general supplies, equipment, computers, books, furniture, professional licensure fees, business meals, payments to or on behalf of individuals: students, guests, human subjects, research participants
  - Unless you are a faculty member in the online counseling, literacy leadership, or military counseling program, use allocation 120074 in Chrome River. If you are in the online counseling program, use allocation 121103. If you are in the military counseling program, use 121148. If you are in the literacy leadership program, use 121298.

- Expenses must follow state funding guidelines. Each faculty member may be granted a ***one-time*** exception to use local funds. If a local fund is required, please make a request to Sarah Taylor.
- Liz Gentry assists with transactions and tracks individual spending.

- **PreTenure/Start-up Funds**
    - Allowable expenditures: conference travel, memberships, subscriptions, software, student wages for research assistance, books, computers, transcription services, equipment, office furniture, human subjects, and research participation payments
    - Expenses must follow state funding guidelines. Each faculty member may be granted a ***one-time*** exception to use local funds. If a local fund is required, please make a request to Sarah Taylor.
    - Liz Gentry tracks each person's spending and assists with the transactions.
    - Use allocation 140034 in Chrome River. If you are in the military counseling program, use 121148.

- **Faculty Indirect Cost (IDC) or Fixed Price Pool (FPP) Accounts**
    - IDC and FPP funds are allocated to enhance and incentivize research programs and reported as research expenditures in state and federal reports. Some faculty have IDC and/or FPP funds, generated from their grant-funded activities, to be used at their discretion. The finance team tracks budgets for each individual's index.
    - Expenditures against IDC and FPP funds must:
        - follow state guidelines for use of state funds,
        - support research endeavors in the SOE,
        - be made available to cover research expenditures in excess of sponsored funding and research expenditures unable to be easily allocated as direct costs to sponsored programs (indirect costs).
    - Use the specific IDC or FPP index as the allocation in Chrome River.

- **Provost, Professorship, or Other W&M Funds External to SOE**
    - Amounts are determined by the specific funding office and typically communicated to the individual via an award letter. Professorships do not rollover. Liz Gentry processes expenditure requests if they are allowable and within the allocation.
    - Allowable purchases are determined by the funding source. Please work with the finance team if you have questions regarding your specific funds.
    - Please reach out to Sarah Taylor for the correct Chrome River allocation number.

GRANTS HELD BY THE OFFICE OF SPONSORED PROGRAMS (OSP)

Grant principal investigators (PIs) have delegated authority for expenditures against their grants. Grants have line-time budgets and spending timelines, which will not necessarily coincide with W&M's fiscal year. If the expenditure is within the stated budget and approved by the PI, Emily Snyder will process an expenditure request. In some cases, it may be necessary to seek approval from the Office of Sponsored Programs (OSP) or funder. Emily maintains tracking spreadsheets for each grant budget and meets with individual (PIs) for planning as needed.

For grants in the pre-award stage, please follow OSP's Proposal Development policies and submit the required proposal forms. For any non-Center proposals, the W&M Budget Template must first route through Emily Snyder to ensure accuracy and compliance with SOE policies.

PROGRAM & DEPARTMENT FUNDS

Specific individuals have the delegated authority to approve expenditures in support of the initiative, program, or department under their purview. The Dean grants budget amounts and the Director of Finance and Administration provides guidance on the approval processes. Individuals with such delegated authority will communicate to SOE community regarding the application or request process. The finance team will process approved expenditures.

Types of Program and Department Funds:

- **Department**
  - C&I, EPPL, and SPACE department chairs will communicate approved expenditures to Liz Gentry. Individuals with approved expenditures contact Liz as their expense needs arise. She will move forward with the expenditure, assuming it has department chair approval, and work with individuals on any questions or issues in the process. Liz also tracks each department's budget.
  - Please reach out to Liz Gentry for the correct Chrome River allocation number.
  - Each Department will have the following funding available to be spent at their discretion:
    - Instructional and Operational Support: $15,000
      - Expenditures are intended to support activities central to the instructional operation of the program. Examples: guest speakers for classes, instructional software and materials, orientation meals, student support sessions, department retreats (please see business meal policy), dissertation editing support
    - Departmental Initiatives: $25,000

      Expenditures are intended to support short and long-term investments toward stated goals as aligned with the SOE's four priorities. Justification must be provided as to how expenditure will support the department's goals and one, or more, of the four SOE priorities.

- **Diversity and Inclusion**
  - The Associate Dean and Director for Diversity and Inclusion announces funding opportunities throughout the year. Please follow the application processes that are announced and reach out to Dr. Leandra Parris with any questions about funding availability. Dr. Parris communicates approved proposals to awardees and the finance team.
  - Emily Snyder will provide financial support in planning expenses, providing budget updates, and processing transactions. She will also provide the correct Chrome River allocation number.

- **Research**
  - The Associate Dean for Research and Faculty Development announces funding opportunities throughout the year. Examples include: Research SEED Grants, Garland, Dean's Innovation. Please follow the application processes that are announced and reach out to Dr. Betsy Talbott with any

questions about funding availability. Dr. Talbott communicates approved proposals to awardees and the finance team. Research funds may have a specific timeline for expenditures.
- Emily Snyder will provide financial support in planning expenses, providing budget updates, and processing transactions. She will also provide the correct Chrome River allocation number.

DEAN'S OFFICE FUNDS

The Dean's Office may provide funding for projects that do not fit within the funding areas listed above. Faculty and staff may make funding requests by completing the Dean Funding Request Form. Requests must align with one or more of the SOE's four priorities and requestors must indicate why individual, program/department, Diversity and Inclusion, or Research funds are not an appropriate or sufficient funding source. Dean's Office requests can supplement initiatives already sponsored by other SOE or non-SOE funding. If a request is approved, the Dean's Office will determine the funding source that best fits the expenditure. Sarah Taylor will provide the correct Chrome River allocation number. If a private fund is identified, the requestor may be required to work with the Development staff, both in documenting the use of funds and thanking our generous donors.

Examples include events or interactions with external audiences, such as professional development or training events, research projects, conference travel support, speaker series, student support, projects, or collaborations with community partners.

Students may request support from Dean's Office Funds by using the SOE Student Funding Request Form. This form can also be found on the SOE's Current Students webpage under "Financial Resources." According to university policy, W&M employees are not eligible to receive student support funding. Examples of student funding support include conference travel support, research expense support, or student organization support. In the case that a private fund is used, the student(s) will be required to work with Development staff, both in documenting the use of the funds and thanking our generous donors.

Finance Team Contact Information

Liz Gentry, Fiscal and Administrative Coordinator

Specializations: budgets and transactions for individual faculty funds, department funds, student organizations, and administrative offices; office supplies, mail, copiers

Karen Gibson, Fiscal Coordinator

Specializations: budgets and transactions for centers (CFGE & SURN)

Emily Snyder, Fiscal Specialist

Specializations: budgets and transactions for externally funded grants and internally funded grants such as SEED grants and Dean's Innovation grants

Sarah Taylor, Director of Finance and Administration