Area Studies Budget Policies and Procedures

These policies and procedures are in accordance with Grand Valley State University’s Business and Finance policies and procedures (see GVSU faculty handbook for GVSU policies). The unit policies are meant to ensure effective management and allocation of the unit’s resources as well as to assist faculty in the unit with their programming activities and budget enquiries.

Programming /General Policies

1. Individual faculty in Area Studies, who wish to organize an event, must consult with the program coordinator and work through their respective program to bring the event to fruition.

2. Coordinators are required to meet with their respective faculty and plan their programming activities for the coming year. Program activities should be discussed and agreed upon based on faculty consensus.

3. At the end of the academic year or at the beginning of the new school year, all coordinators are required to give the AS director a confirmed itemized list or plan of all events scheduled for the coming year. The AS Director will meet with coordinators to go over the events and confirm all programming plans/activities. Early planning facilitates better management of funds, prevents programming/scheduling conflicts, guarantees effective advertisement, and enables the staff to book venues early.

4. The Area Studies office is responsible for coordinating travel arrangements for university guests and non-employee groups. The office will also assist coordinators in making arrangements for upcoming activities and events organized by the unit or program.

5. The director, coordinators and AS staff will monitor all relevant calendars (unit, college and university calendars) to make sure that AS events are spaced appropriately. Events will also be posted on the various calendars.
6. Coordinators requesting funds from another unit or college are required to fill out the *Intercollege/unit support request form*. The form must be filled out properly, completely and signed by the dean.

**Payments/Honorariums**

1. International scholars visiting the University for an Event and speak for a day or two can be eligible to receive honorariums because they do not have a “relationship” with us as a guest or visiting scholar (this policy may vary depending on the visa).

2. Visiting International scholars (depending on the visa) who are hosted by the university or unit for an extended period of time that are considered to have a “relationship” with the institution might not eligible for an honorarium or speaker’s fee. If the scholar required a specific US visa for an extended stay, then any type of compensation or honorarium would go against the visa stipulations and the IRS would look at the payment as a violation of Visa agreement. If we have paid visiting scholars in the past it was an oversight.

3. GVSU faculty, employees, or individuals who have a “relationship” with the institution are eligible for an honorarium.

4. No more than $500 (left to Coordinator’s discretion) at any one time can be offered to an external unit, campus/student group or community organization seeking funding or co-sponsorship support from AS or any of its respective programs. Any external request for financial support more than 500 requires approval by the director.

5. $500.00 or less shall be the standard fee for a Speaker /guest presenter/performer. Honorarium more than $500.00 requires director approval.

6. All university guests receiving a fee for specific obligations organized by the unit on campus i.e. conference keynote, guest lecture or a performance or artistic/scholarly presentation must sign the unit/university contract that states clearly their commitment for the contractual period.

7. University guests will be paid by check made out to the speaker/presenter and delivered to the guest prior to their departure unless requested otherwise. GVSU checks can be cashed at the closest 5/3 bank in Standale (ID required).

8. Speakers hosted and paid by the unit and/or AS programs should be strongly encouraged to meet and interact with students and faculty i.e. visit classes, etc.,

9. Travel dates should be confirmed with the AS office and booked at least one month in advance if possible to guarantee the least expensive flight. All flights are to be booked economy class. Flight expenses more than $1,000.00 requires director approval.
10. The university will pay for guest’s mileage based on the GVSU mileage chart and receipts. Guests will be reimbursed for car rental according the GVSU guidelines.

Dinner engagements with guests

1. Faculty taking a scholar or guest for dinner and plans to go over the per diem must request approval through the AS director via email (see GVSU policy for per diem amount). The names of all those attending the dinner along with venue and date must be submitted for the approval process.

2. Faculty who intend to be reimbursed for dinner expenses from AS are strongly encouraged to avoid extravagant meals and expensive restaurants.

3. Consumption of alcohol (at all AS sponsored dinners, conferences and events) requires prior approval. The request is made through the AS director. Otherwise faculty will be responsible for their own alcohol beverages.

4. Receipts for alcohol consumption should be separated on the bill for reimbursement purposes.

5. Only original receipts for all expenses will be accepted for reimbursement.

6. Staff/Faculty/employee meetings serving food on or off campus require prior approval.

7. Coordinators/faculty hosting university guests and speakers at dinner is encouraged to include program faculty and students when appropriate and feasible or affordable.

8. Faculty who include their partners or spouses at dinner will not be reimbursed for their spouse’s/partner’s expenses unless the spouse or partner is a fellow GVSU faculty member or staff who is engaged in an AS program.

Travel and Reimbursement/Forms

1. All GVSU faculty and staff are required to follow the university guidelines for travel and expense reimbursement.

2. University guests are required per GVSU policy to fill out all necessary forms for travel and expense reimbursement.

3. T&R forms must be filled out completely and requires original signature of claimant. Office staff is not allowed to sign for claimant (even if claimant is overseas).

4. T&R forms require the original signature of the AS director and executive officer (dean).
5. All original receipts must be taped to a white letter size sheet and submitted with the completed T&R form signed by the claimant. Copies will be filed and the Area Studies PSS will be happy to assist visiting scholars, speakers and guests with this process.

Faculty and Coordinators are encouraged to become familiar with the university Travel Policy and procedures and the Area Studies guidelines. This document will be updated and revised regularly to be current and in sync with GVSU policies. Please note, if you are not sure or hesitant about making a financial commitment or decision that includes Area Studies funds, then consult with the AS director. The Rule is----when in doubt, ask.

Steeve Buckridge, Director of Area Studies

03/27/2015