

**Department of Political Science Policies for Purchasing and Reimbursements
and General Finance Information**

1. Purchasing

a. Benefits of Purchasing over Reimbursements

- i. Whenever possible please do not use personal funds to buy goods. There are many advantages to having the department purchase goods for you pay directly over paying out-of-pocket and waiting for the disbursement of funds. Before using your personal funds, please seek advice from the staff who can give you options and help you get what you need in a timely manner.
 1. By purchasing through the department, the staff are able to check the restrictions of the fund you intend to use to ensure that the goods are allowable on that particular fund.
- ii. For the most part, buying through the department is less expensive than buying goods yourself. For example:
 1. Non computer items from the ASUCLA store are discounted by 10% when purchased by the department on a Purchase Order (PO)
 - a. Just email the staff with a rough estimate of the total cost of your items and we will issue a PO that you can take down to the store to pick up your items.
 - b. In most cases we should be able to turn around the PO in one business day or even the same business day.
 2. UCLA has contracted prices for office supplies (as well as many other types of goods) that are significantly less than retail pricing
 3. UCLA has a corporate Amazon Prime account with free same or next day delivery for most items
 - a. UCLA also has an agreement in place for Amazon Web Services (AWS) which can be paid directly with a PO. (More information below.)
 4. With few exceptions, anything you can purchase online with a credit card, the department can also purchase that item for you and pay directly
 5. There are limits and restrictions to reimbursements
 - a. No single item should be over \$500; and no single transaction can be over \$1000. (This does not apply to travel reimbursements.)
 - b. You may not get a partial reimbursement to get around these limits
 - i. Partial reimbursements for tangible goods goes against UC policy
 - c. Reimbursements must be submitted to Accounts Payable within the same fiscal year for fiscal year funds. This does not apply to travel reimbursement

- i. Most funds other than contracts and grants are fiscal year funds
 - d. There are certain classes of goods and services that are prohibited and/or restricted. Without knowing ahead of time, you risk being personally liable for the expense. After the fact exceptions must be approved by a Vice Chancellor.
 - i. List of purchase restrictions:
 - <https://ucla.app.box.com/v/pur-pdf-policy-740-741-attA>
 - ii. List of goods and services requiring special approval:
 - <https://ucla.app.box.com/v/pur-pdf-policy-740-741-attB>
 - 6. Travel and entertainment reimbursements must be submitted to Travel Accounting within 45 days of the trip's end or event date
 - 7. If you have something reimbursed with university funds, that item becomes the property of the university
 - 8. Buying online/out of state or used does not save you the cost of sales tax
 - a. UC will pay sales tax directly to the state Franchise Tax Board if it was not collected by the merchant
 - b. Your account will be charged this sales tax even though the merchant may not have charged you
 - 9. There is a very high turn-over rate among the staff in Accounts Payable and Travel Accounting. Different auditors, especially new ones, will approve or deny reimbursements without any consistency. And there is no guarantee that something which was approved in the past will be approved in the future.
 - 10. Note that processing reimbursements requires more time and effort on the part of the department staff when compared to direct purchases
 - 11. For more information on UC policy on goods and services please visit the following:
 - a. <http://www.adminpolicies.ucla.edu/pdf/740.pdf>
 - b. <http://www.adminpolicies.ucla.edu/pdf/741.pdf>
- b. Placing Orders through the Department
- i. If there is something particular you need and you do not have a vendor in mind, just supply the staff with the product item number and we will check the contracted vendors for the best price.
 - ii. For Amazon items, just send the department staff (Tuanvu Le and cc Barbara Wakasa) the link to the item you wish to buy
 - 1. The department is also able to purchase e-books and transfer the license to your Kindle account
 - 2. For AWS please go to the following link and follow the instructions to set up your account then contact the Tuan (and cc Barbara) to issue a PO

- a. <https://softwarecentral.ucla.edu/amazon-aws-howto>
- 3. For computer purchases, we have academic pricing for Dell and Apple
 - a. Dell: create a shopping cart and save it as a quote. Email the quote to Tuan (and cc Barbara).
 - b. Apple: Have the ASUCLA computer store write up a quote for the computer you wish to purchase and submit this quote to the department for processing
 - i. If you wish to pick up the computer yourself, we can email you the PO. Otherwise, we will order the computer and have it delivered to the department
 - ii. Please give the original sales receipt to Tuan or Barbara for filing.
 - c. If you don't know what you want exactly, please consult Jason Lo who can help you choose the best computer for your budget
- 4. For items like iPads and other electronics that might be considered personal use in nature, please provide a justification for its use in relation to your research and/or teaching activities
- 5. Purchases over \$5000 must be submitted to Purchasing who will process the purchase agreement
 - a. This is mandatory when using contract or grant funds as there are specific forms to submit to comply with various fund sources
 - b. Never contract goods or services before contacting department staff
 - c. Never sign any sort of purchase or license agreement yourself
 - d. Never let the supplier commence work prior to a Purchase Order being issued by a Purchasing Officer
 - e. You cannot ask the vendor to break the invoice into amounts less than \$5000 in order to circumvent the purchase requisitioning process
 - f. Any deviation from the normal requisitioning procedures for large value orders may result in you being personally liable for the expense or needing an after the fact exception which only a Vice Chancellor can approve
- c. Arranging Travel and Direct Payments through the Department
 - i. The department can pay for certain travel expenses directly so long as the expense is fixed in price, e.g., hotels and conference registration
 - 1. If you pay for travel far in advance, remember that you will not be able to get reimbursed until your trip has been completed
 - ii. Airfare through UCLA Travel
 - 1. Contact Travel at travel@finance.ucla.edu with your preferred itinerary
 - a. Be certain to cc Tuan and Barbara when making a request to travel. Also provide Tuan and Barbara with your mobile phone number.

- b. Indicate in your email the purpose of the trip, e.g., the name and location of a conference and which funds you would like to use for the purchase
 - c. If the travel agent doesn't copy Tuan and Barbara with the request for payment, please forward that email to Tuan and Barbara
 - d. Either Tuan or Barbara will issue the Pre-Travel Authorization number (PTA) to confirm the booking.
 - e. Note that UCLA Travel cannot split payments for airfare between UCLA funds and personal funds, e.g., you do not have sufficient funds for the ticket and wanted to pay the remaining balance with personal funds. You may however, pay in full with personal funds and book through UCLA Travel and then get a partial reimbursement later.
- 2. UCLA Travel is not always able to book the same discount fares you might find online marketed directly to consumers, e.g. Southwest saver fares. In these cases where you are able to find a better price, you may at your discretion purchase the airfare and request reimbursement
- iii. Other UCLA Travel Services
 - 1. Travel can book hotels for you at the UCLA contract rate
 - a. Note that you will be required to pay for lodging with personal funds as this is an open ended expense
 - b. If the UCLA contract rate is greater than \$275, there is no need for an exception request as it was booked directly by Travel
 - 2. Travel can book rental cars for you at the UCLA rate
 - a. As with lodging, car rentals are an open ended expense and requires that you pay using personal funds and be reimbursed
- iv. Conference registration can be paid by the department directly sufficient enough time (usually 60 days before the deadline to register)
 - 1. Payments directly to other universities is simple and would only require lead time of about 30 days
 - 2. Payments to event organizers who will not accept POs will take longer
 - a. In these cases, the department will request a check for you to mail with your registration form
 - 3. Payments can also be paid using the department credit card, but there are limitations which vary depending on conference location and vendor type
 - 4. If you pay for conference registration using personal funds, you may not request reimbursement of the expense until the trip is completed
 - 5. <https://www.travel.ucla.edu/policy-resources/options-for-paying-conference-registration-fees>

2. Reimbursements

a. Poli Sci Specific Reimbursement Policies

- i. An itemized receipt and proof of payment is required for any reimbursement line item \$75 or greater
 1. Proof of payment may be in the form of a credit card statement, screenshot of the transaction on the bank website (especially useful for expenses incurred before the next statement date) or a photo of your credit/debit card showing your name and the last four digits of the card
 2. If you submit a photo, we will keep it on file and not bother you with proof of payment for future reimbursements
 3. Itemized receipts are always required for entertainment meals regardless of dollar amount
 4. Itemized receipts are always required for personal meals if contract/grants or state funds will be used for reimbursement regardless of dollar amount
- ii. It's a good idea to not purchase anything with your personal funds near the end of the fiscal year
 1. Please submit all fiscal year reimbursements by June 10th. (This does not apply to contract and grant funds and travel reimbursements.)
- iii. Please submit travel and entertainment reimbursements 7 business days before the 45 day deadline in order to give staff ample to ask you questions, process and submit the reimbursement request before the 45 day deadline
 1. If you submit your travel or entertainment reimbursement request after the 45 day deadline please include a statement explaining the circumstances for the late submission
- iv. The department staff strives to process your reimbursements in a timely manner and get your funds disbursed soon as possible. We appreciate your cooperation when asked to provide detail to facilitate Accounting's review of the request

b. Reimbursement Dos and Don'ts

- i. Individual items may not exceed \$500; the total transaction may not exceed \$1000
- ii. Never pay for any type of service with personal funds. If you must use personal funds, only use them to purchase tangible goods. This does not apply to travel related expenses
 1. E.g. do not pay for consultants or research assistants. These types of services must be contracted by Purchasing
- iii. Never purchase gift cards or any type of gift (e.g., flowers, plaques, paintings etc.) with personal funds
- iv. Never pay for postage with personal funds (this does not include services like FedEx and UPS). UCLA will not reimburse USPS postage.
- v. For charges that are billed monthly, e.g., newspaper subscriptions, please submit the receipts every month rather than waiting until the end of the quarter or year.
- vi. Submitting reimbursement requests (goods, travel and entertainment) near fiscal close is the worst time for expedient processing

- vii. If you have a T&E card, never use it to buy goods which you intend to submit for reimbursement. The T&E card may only be used for travel and entertainment related expenses.
 - 1. Buying food, paper plates and cups for a meeting would be an appropriate use of the T&E card in terms of purchasing goods
 - 2. The university is able to see all your transactions so please refrain from using the T&E card for any personal purchases or purchases which you do not intend to include in your travel reimbursement request
- viii. Never enter into an agreement for services or goods (in any dollar amount) directly with a vendor with the intention of having the expense paid with a purchase order later
 - 1. You risk having the PO being denied, and therefore you will be personally liable for the expense
 - 2. Please let the department or Purchasing issue the PO first
 - 3. Never sign any agreements or contracts
 - 4. Never allow the vendor commence work until the PO/contract is in place
 - 5. If a Purchasing will issue a PO, they will only do so with an after-the-fact exception which only a Vice Chancellor can approve.
- ix. Never pay for another person's travel expenses with the exception of a shared hotel room
- x. Do include a detailed justification for all reimbursement requests no matter the amount
 - 1. E.g. state how the item is relevant to a particular research project
 - 2. For entertainment reimbursements, please include the guest names, titles and affiliations as well as what was discussed and its relation to your research and teaching activities.
- xi. Do add up your receipts and include it with your reimbursement so the staff have an idea of what you are expecting and can contact you if the numbers are significantly off
- xii. Do submit original receipts when requesting reimbursement for goods
 - 1. Travel reimbursements may be submitted as scanned documents (not photographed)
- xiii. Do discuss your planned expenditures with the department staff prior to making purchases with your personal funds
- xiv. General UCLA Travel and Entertainment Guidelines:
<https://ucla.app.box.com/v/travel-ent-exp-guidelines>
- c. Reimbursement for Goods
 - i. Please submit original receipts and proof of payment when required
 - ii. Please include a justification for the specific use of the item and how it relates to your research and/or teaching activities
 - iii. Individual items may not exceed \$500; the total transaction may not exceed \$1000 (inclusive of tax and shipping).

- iv. Graduate students must get prior approval from faculty before making any purchases with personal funds intended to be reimbursed.
 - v. Note that your reimbursement will be direct deposited to the bank where your paycheck is sent. You must have an active appointment at the time of submission of the reimbursement request. If you do not have an active appointment with UCLA, please provide your mailing address for a paper check. You will also need to provide a W-9 form.
 - 1. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - vi. For more information on UC policy on goods and services please visit the following:
 - a. <http://www.adminpolicies.ucla.edu/pdf/740.pdf>
 - b. <http://www.adminpolicies.ucla.edu/pdf/741.pdf>
 - c. List of purchase restrictions: <https://ucla.app.box.com/v/pur-pdf-policy-740-741-attA>
 - d. List of goods and services requiring special approval: <https://ucla.app.box.com/v/pur-pdf-policy-740-741-attB>
- d. Travel Reimbursements
- i. Airfare – a receipt showing the complete itinerary, fare class and method of payment is required
 - 1. Upgrades – if you plan to use miles or points to upgrade, please purchase the basic economy fare first so that you have a receipt showing the cost for the base fare. Use your miles/points to upgrade afterwards
 - a. Don't use your miles/points to "purchase" airfare. UCLA will not reimburse you for the cash equivalent of the miles/points. You will only be reimbursed for actual out-of-pocket expenses, e.g., just the taxes or fees.
 - b. The same applies for coupons or reward vouchers.
 - 2. If you select add-on services during booking (e.g., priority boarding, comfort economy, etc.), please make sure your receipt itemizes these add-ons so that the base fare is clearly discernable
 - 3. If you purchase your airfare from a discount website, make sure the receipt itemizes the fare cost, taxes and fees
 - a. It's not a good idea to book air+hotel packages from discount sites as they often will not provide itemized receipts for the airfare and hotel. (Please refer to the requirements for hotel reimbursement below.)
 - 4. If you are not requesting airfare reimbursement, e.g., it was purchased directly or paid for by another institution, please include a note regarding this with your receipts
 - 5. <https://www.travel.ucla.edu/air-car-hotel/general-travel-information/transportation-guidelines>
 - ii. Lodging – a detailed itemized receipt is required for lodging

1. Hotel bills must show the nightly rate and taxes as separate line items as well as the method of payment
2. When booking hotels through discount websites make certain you will receive an itemized bill. The actual hotel will usually not provide a bill at check out and refer you back to the booking site.
 - a. Again, air+hotel package deals are not usually itemized. Please make sure the site you're booking with will provide the correct documentation
 - b. <https://www.travel.ucla.edu/policy-resources/reimbursement-for-internet-package-deals>
3. Do not use points/miles to book your hotel as you will not be reimbursed for the cash equivalent. The same applies to coupons and reward vouchers.
4. The nightly rate for hotels in the lower 48 states is capped at \$275 before taxes and fees with the following exceptions
 - a. UCLA Travel booked your hotel using their contract rates
 - b. The hotel you are staying at is where the conference is being held
 - c. You were unable to find anything in the area for less
 - i. In this case you must provide price comparisons for the hotels in the area
 - ii. The price comparison should be printed out from the same website (if available) and on the same day the hotel was booked
 - iii. Include this price comparison with your reimbursement request.
 - iv. Price comparisons after the fact are not acceptable
5. For foreign lodging, the hotel nightly rate is capped at 200% of the State Department's lodging per diem rate for the particular city
 - a. If your city is not listed, use the rate for "other"
 - b. Check the State Department per diem page for the current rates before booking your hotel as they are updated a few times a year. https://aoprals.state.gov/web920/per_diem.asp
6. Airbnb and the like – Make sure you will be provided a bill showing the nightly rate before taxes and fees. This type of lodging is also subject to the \$275 limit for lodging in the lower 48 states.
7. Staying with friends and family
 - a. If you stay with friends or family you may give your host a non-cash gift up to \$75 (e.g., groceries, flowers, dinner, etc.) per stay
 - b. You are required to provide the name of your host
8. Lodging will not be reimbursed if it is within 40 miles of the traveler's home or office
9. Even if you are not requesting reimbursement for lodging, please include a note explaining why, e.g., the hotel was paid for by another institution.

iii. Personal Meals

1. Limited to \$62 (actual costs) per day with no exceptions
 - a. Any amount over will be excluded from the total reimbursement
 - b. Note that meals charged to your hotel room also count towards this limit
 - i. Please remember to ask for an itemized receipt for room service or hotel restaurant meals charged to your room
 - c. This is not a “per diem” despite the use of the term in Travel’s website. Personal meals are reimbursed at actual cost
 - d. Please provide itemized receipts (not just the credit card charge receipt) for meals. This is mandatory when state or contract/grant funds will be used for the reimbursement
2. Foreign personal meals
 - a. Actual costs are reimbursed up to the State Department’s meals per diem rate for the particular city
 - b. Please provide itemized receipts (not just the credit card charge receipt) for meals. This is mandatory when state or contract/grant funds will be used for the reimbursement
 - c. Check the State Department per diem page for the current rates as they are updated a few times a year.
https://aoprals.state.gov/web920/per_diem.asp
3. If you split the bill with another person, please indicate which items on the itemized receipt should be reimbursed.
 - a. If you split the bill evenly, please state so
4. If you are traveling in a location where itemized receipts are not easily obtained from vendors you may keep a written log of your expenditures
 - a. E.g., 10/2/19, Breakfast at Bruin Café, \$7.50 cash
 - b. When submitting your log please indicate if there was any alcohol
 - i. Logging alcohol separately would be ideal
5. Meals may not be requested if travel is less than 24 hours with the exception that travel includes an overnight stay. A lodging receipt must be included with the reimbursement request

iv. Rental Cars

1. If booking yourself, use UCLA’s contract rates
 - a. Go to the following page for instructions:
<https://www.travel.ucla.edu/air-car-hotel/car-rental-contract-rates>
 - b. UCLA’s contract rates already include liability insurance
 - c. While you are on official UC business you will be covered by UCLA insurance
 - i. Decline additional insurance

- ii. You may purchase additional insurance at your discretion, however these charges will not be reimbursed
 - 2. Please obtain a receipt from the rental company when you return the car. The estimate the rental company gives you when you check out the care is not sufficient.
- v. Registration fees: registration receipts must show your full name and address and details about the conference
 - 1. If registration includes meals, mixers, excursions, etc. the receipt should be itemized
 - 2. If you pay for registration with personal funds, you will need to wait until after the trip is completed to request reimbursement.
 - 3. <https://www.travel.ucla.edu/policy-resources/options-for-paying-conference-registration-fees>
- vi. Other Travel and Entertainment Reimbursement Related Issues
 - 1. Travel and Entertainment Card (T&E) holders
 - a. Please submit your reimbursement requests as soon as possible to avoid late charges. You are solely responsible for late charges.
 - b. The issuing bank will cancel your T&E card if you are late too many times.
 - c. Once your reimbursement has been processed, department staff will provide you with the amount that was paid directly to your T&E card. You are responsible for any remaining balance
 - 2. Mixing personal with business travel
 - a. If at all possible please do not mix personal travel with business travel
 - b. If this is unavoidable please do the following:
 - i. Price the direct roundtrip or multi-city for the business travel portion on the same day and from the same vendor you purchased your actual itinerary which included personal travel. Submit both your actual itinerary and the comparison itinerary when requesting a travel reimbursement
 - ii. Pricing the flights after the fact is not acceptable
 - c. Airfare for foreign travel where you arrive earlier or stay later for personal travel, will be reimbursed at a prorated amount if more than 50% of the travel duration is personal travel. You will only be reimbursed a prorated amount based on the actual number of days on business travel, e.g., the actual dates of a conference.
 - 3. The term "per diem" is used on the UCLA Travel website but it does not have the normal meaning of "payment in lieu of reimbursement". The term "per diem" as used by UCLA Travel refers to the daily limits for actual costs. Thus

you need to provide receipts for meals and hotel for reimbursement at actual cost.

4. Ground transportation instead of flying: If you choose to drive or take a train to a destination where flying would typically be less expensive, you must provide sufficient justification for use of your personal car, rental car or other ground transportation.
 5. Never pay for travel expenses for another traveler. UCLA requires each traveler to pay for all individual expenses
 - a. This includes meals for other travelers unless it is a legitimate entertainment expense
 - i. E.g. professors should not pay for meals for a student if they are both at a conference as there is no legitimate entertainment justification
 - ii. This also applies to lunches with UCLA colleagues on campus. This kind of expense is difficult to justify
 1. <https://www.travel.ucla.edu/entertainment/valid-entertainment-expenses>
 - iii. The exception to this is sharing a hotel room. In this case a single person may pay the bill and be reimbursed in full or the individuals may ask the hotel to split the bill between each occupant and submit individually for reimbursement
 6. If possible please submit a credit card statement when foreign currency is involved. This way you will be reimbursed for the actual amount in USD. Otherwise, the staff will use the average conversion rate during your travel dates.
 7. Note that your reimbursement will be direct deposited to the bank where your paycheck is sent. You must have an active appointment at the time of submission of the reimbursement request. If you do not have an active appointment with UCLA, please provide your mailing address for a paper check.
 8. Faculty Center – when using the department Faculty Center account to entertain guest speakers or job candidates, please request an itemized receipt.
 - a. Note that the Faculty Center stops issuing receipts after 2:00pm, so please request the receipt at the beginning of the meal
 - b. If a receipt is not available, please ask for the total costs and make note of it
 - c. Return the card, receipt or note of total cost, and list of attendees to Belinda
- e. Entertainment Reimbursements
- i. An itemized receipt is always required regardless of the dollar amount
 - ii. A list of attendees with names, titles and affiliations is always required

- iii. A justification for the meeting is always required, e.g., the discussion topic as it relates to your research or teaching activities
 - iv. Entertainment is capped at the following amounts (inclusive of taxes, fees and gratuity):
 - 1. Breakfast \$27/person
 - 2. Lunch \$47/person
 - 3. Dinner \$81/person
 - 4. Light Refreshments \$19/person
 - 5. Please check the UCLA Travel website for the most current limits:
 - a. <https://www.travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals>
 - v. <https://www.travel.ucla.edu/entertainment/guidelines-for-meals-entertainment>
 - vi. <https://www.travel.ucla.edu/entertainment/valid-entertainment-expenses>
 - f. COR Travel Awards
 - i. The Academic Senate does not offer pre-trip payments
 - ii. You will need to submit your receipts for COR Travel Grants to the department along with your award letter/email
 - iii. We can charge the Academic Senate's portion as well as your funds on the same request. Please specify which funds you would like to use
3. Additional Information
- a. Receipts and Supplemental Documentation
 - i. Original receipts are always required for all reimbursements for materials and goods
 - ii. Scanned (not photographed) receipts are sufficient for travel and entertainment reimbursements
 - iii. A list of guests is always required for food purchases (both paid directly by the department as well as paid with personal funds). List must have the guest(s)' full name, title and affiliation
 - iv. Entertainment receipts must always be itemized and accompanied with a list of guests. The credit card transaction receipt alone is not sufficient for an entertainment reimbursement.
 - v. Always provide a sentence or two to justify the reimbursement, e.g. how it relates to a particular project or what was discussed at a business meal
 - vi. Hotel receipts must be itemized showing the nightly room rate, taxes and fees as separate line items
 - vii. Airfare receipts must show the full itinerary, fare class and method of payment
 - viii. If traveling to a conference or invited talk, please include a print out of the conference webpage, a copy of the invited talk flyer or invitation letter/email
 - ix. <https://www.travel.ucla.edu/policy-resources/documentation-receipt-requirements-for-travel-entertainment-expenditures>
 - b. Different fund types have different restrictions
 - i. State funds cannot be used for alcohol, gifts or travel to states on California's banned states list

1. Funds prefixed with 199XX are state funds
 2. <https://www.csustan.edu/financial-support-services-gateway/staff-faculty/banned-states-assembly-bill-1887>
- ii. Most funds other than contract and grant funds are fiscal year funds
1. Most faculty's funds provided by the Division, the Chancellor, the department and gift funds are all fiscal year funds
 2. Reimbursement for expenses from a prior fiscal year will not be accepted by Accounts Payable. (Does not apply to travel reimbursements)
 3. Expenses cannot be moved from one fund to another across fiscal years
 - a. E.g., don't go into overdraft on one fund with the intention of moving the expenses once new funding is received if it will cross fiscal years.
 - b. Or use an unrestricted fiscal year fund temporarily while you wait for research funds.
 - i. The research funds may not be appropriated until after the fiscal year, in which case the expenses cannot be moved
 - ii. The expenses are incurred before the begin date of the performance period and therefore cannot be charged to that particular contract or grant.
 - iii. If you need to spend funds before a contract or grant is finalized, please get approval from the sponsor in writing.
 4. Unless otherwise approved, your requests will be charged to your personal funds managed by the department
 - a. If you wish to have an expense charge to a particular fund, please let us know when you make the request
 - b. If you have funds in another department, we can work with them to split the cost if you wish
- iii. Contract and Grant Funds
1. For the most part, please submit grants to Social Science Grants Support
 - a. They will inform you of any grants or contracts that they do not service and will need to be processed by Poli Sci
 - b. Please submit your complete final version of the proposal to Tuan at least 10 business days before the grant is due. OCGA requires a minimum of 5 business days to review and submit
 - c. Never apply for grants or fellowships without informing the department and letting OCGA review the terms
 - i. This will prevent any delays in setting up the accounts
 - ii. Also if there are terms which go against UC policy, OCGA can inform you before you go through the trouble of applying
 2. Contracts and grants administered by SSGS

- a. All purchasing and personnel actions should be coordinated with SSGS directly. Poli Sci has no access to these funds
- 3. For existing grants/contracts administered by Poli Sci, please forward a copy of the approved budget to Tuan if you have not already done so
- 4. Only spend funds according to the approved budget
- 5. If you want to deviate from the approved spending plan you will need the sponsor's approval first
- 6. Federal funding and Fly America Act
 - a. Only US carriers are to be used except under the following conditions:
 - i. Generally, U.S. air carrier services that provide nonstop or direct service from the origin to the destination must be used, unless such use would extend travel time, including delay at origin, by 24 hours or more;
 - ii. Generally, U.S. air carrier services that do not offer nonstop or direct service between origin and destination must be used on every portion of the route where it provides service, unless when compared to using a foreign air carrier, such use would:
 - 1. Increase the number of aircraft changes outside the U.S. by two or more; or
 - 2. Extend travel time by at least 6 hours or more; or
 - 3. Require a connecting time of 4 hours or more at an overseas interchange point.
 - b. Or you can try purchasing the foreign carrier flight through the US carrier which co-operates the same flight
 - c. <https://policy.ucop.edu/doc/3420365/BFB-G-28>
- 7. Academic Senate Grants
 - a. Please forward a copy of your application and budget to Tuan when applying
 - b. Please read the guidelines and pay close attention to restrictions to the use of the funds
 - c. Even though you have budgeted certain classes of items on the restricted list and your grant is approved, you must still follow the guidelines regarding the spending restrictions
 - d. Prior approval from the Academic Senate must be obtained before any re-budgeting
 - e. Travel listed in the proposal may not be changed without prior approval, e.g., change in destination or purpose.
- 8. Note that any and all funds, including unrestricted gift funds are subject to audit and freedom of information requests

- a. This includes sponsors, randomly selected line items for UCLA's annual A-133 audit and requests for information by the press and general public
- iv. Department Points of Contact
 - 1. Purchasing goods and services (including airfare through UCLA Travel): email requests to Tuan and cc Barbara
 - a. If Jason is helping you with hardware or software, he can email the request on your behalf
 - 2. Food for Meetings
 - a. For subfield talks, faculty recruitment and special department events, email requests to Belinda
 - b. For graduate student events, email Diego
 - c. All other events, please email Tuan and cc Barbara
 - 3. Reimbursements
 - a. Goods – please leave original receipts in the department reimbursement mailbox
 - b. Faculty Travel and Entertainment – please email Tuan and cc Barbara
 - c. Department funded graduate student conference travel – please contact Diego about eligibility and procedures
 - 4. Travel for non-UCLA affiliated people, e.g., guest speakers – please contact Belinda for travel arrangements and reimbursements
 - 5. Facilities Service Requests – please contact Belinda