In light of the fact that there may be instances which will not allow coordination of Faculty Professional Support expenses with the Accounting Department's 90-day deadline for expense receipt reimbursement, the Controller's Office has granted the following exception to this policy.

Effective immediately, approved Faculty Professional Support expenses must be submitted to the Provost's Office with the Faculty Professional Support authorization memo, the expense report, and the original receipts attached WITHIN 30 DAYS OF THE LAST DAY OF THE APPROVED ACTIVITY.

This exception only applies to expenses specifically related to approved Faculty Professional Support activities.


Please note that the activity date determines the budget year to which expenses are charged. Expenses for an activity date that occurs prior to June 30 must be recorded as part of the current budget year; expenses for an activity date that occurs on or after July 1 must be reported as part of the new budget year.