



Grant award follow-up information

Congratulations on receiving an International Programs grant! Below is important information about the grant. After reading through this, let Sarah Egerer know if you have questions (ext. 4065; segerer@berry.edu). All financial forms are available on the "Employee" tab of Viking Web, under "Forms and Reports."

Insurance

Insurance covering health, security, evacuation and other items is required by Berry College personnel when traveling outside the US on Berry business. Please complete the following form so we can order insurance for you: <http://www.berry.edu/academics/study/faculty/>. This form also asks for passport information and information on someone we can contact on your behalf in case of emergency.

Tips

If you are anticipating paying tips that you will not receive a receipt for, complete the gratuities sheet in the side bar of www.berry.edu/academics/study/staffopportunities/ or www.berry.edu/academics/study/faculty/ and bring with you for signatures.

Waiver

If you have been permitted to travel to a country listed on the US Department of State's travel warning list, you will be given a waiver to sign.

Cash Advance

It is possible to access funds prior to travel. Berry employees can receive up to \$500 in cash; amounts above \$500 are issued as checks. This process usually take 2-3 days, so please plan accordingly. To request funds, submit a Cash Advance form. This should be completed by you, including date money is needed, and signed as Employee. Bring or send to Sarah (KRA 331, Box 5032), who will sign off as Department Head. She will send it to the Provost, who then forwards to the Business Office. Once the Business Office has received the form, they process it and have the money available on the day requested. Please note that no checks are cut on Fridays. If time is a factor, walk the form to each office and turn in to the cashier in Hermann Hall. Cash will likely be available that same day, and a check could be ready the next day (except Friday).

Upon return, submit the relevant receipts to International Programs. These should be accompanied by an Expense Voucher (see below), on which you write the original amount received on the line, "Total advances to employee." The signatures for this form are the same as for the Cash Advance form. Any charges over \$25 listed but not accounted for by receipts will be covered by the employee.

Credit Card

Berry College credit cards are now issued in the employee's name; general Berry credit cards to "check out" are no longer available. For more information, please contact Susan Floyd, Accounting Specialist, at ext. 2239 or sfloyd@berry.edu. For approval to acquire a card, staff members should talk with their supervisor, and faculty should contact the Provost. When the statement arrives, it, the credit card routing slip, and the itemized and credit card receipts should be sent to the IP Director, who will sign off on Items charged to the grant.

Continued below

Expense Voucher

It's usually a good idea to pay for as many items as possible prior to departure. If paying for any items with personal funds, reimbursements are made with an expense voucher. Funds received for which subsequent documentation is not provided are subject to tax. Reimbursed expenses will not be taxed.

Payments to individuals (e.g. interpreters) will not be reimbursed. These need to be paid with a College check or wire transfer in order to be tracked. Vendors paid by Berry with wire transfer or check must complete an IRS form W-8 or W-9, found at www.irs.gov, prior to payment. Vendors paid by credit card are not required to complete the IRS forms.

Other financial-related information

- All expense voucher-related receipts according to date, with converted amount in US Dollars on each, are to be submitted to Sarah Egerer within three weeks of returning. For converting currency, use www.oanda.com/currency/converter/ and put in the transaction date. In addition to the expense voucher and receipts, please submit [this template](#) showing the expenses by date, with both the foreign amounts and the converted US Dollars listed (amend form as necessary).
- Save all itemized *and* credit card receipts
- Piles of disorganized receipts will *not* be accepted. Tape all original *itemized* receipts securely onto 8 ½ x 11" sheets without overlapping them. Tape should not cover any print, as this results in fading.
- More than one receipt may be adhered to a sheet, as long as all receipts are legible. If the receipt is too long to fit, fold and tape it down rather than cutting it.
- Paper clip (not staple) the receipts to the appropriate business form and Excel template.
- Items (including tips) above \$25 will not be reimbursed without a receipt.
- Changes to budgets following the award of the grant must be discussed with the IP Director. Reimbursements for items not listed on the original budget cannot be guaranteed.
- Grant recipients who resign from Berry College during the academic year following their award will repay the grant to Berry College.
- See sidebar on staff opportunities page for a list of unallowable costs.

If you have questions about Berry's business procedures, please contact Carol Story, Accounts Payable Receiver, 706-236-1727, or Kim Barnett, Accounts Payable Manager, ext. 706-236-1720.