Faculty Research Support Initiative: General Research Fund — FOAP: 11000-10003-XXXXX-3700

Administration Office – 66 Fifth Ave 7th flr. Rm: 709 **Contact Marlene Campbell ext. 3886 or Mil Ruiz ext. 3681**

Office Hours: Monday & Wednesday – 10:00 a.m. - 12:00 p.m. / Tuesday & Thursday 3:00 p.m. – 5:00 p.m. - **Appointment Required**

Awarded Funding:

1. Funds must be used in Fiscal Year 2013 (FY13): 7/1/12– 6/30/13.

2. Purchase requisitions will be accepted thru May 18th to ensure delivery/invoicing/allocations are in FY13.

3. All deliveries must be **received** before June 30th.

4. If you don't use it…. you lose it. Awarded funding **will not** roll over or be added to the next FY award.

5. TNS **will not reimburse** for expenses which exceed the total award amount.

6. Reimbursement requests using the "Employee and Student Expense Report" form must be submitted within 30 days of the transaction.

7. Check Disbursement – Deadline date to submit – May 24, 2013.

All forms referenced in this document may be found at:
http://www.newschool.edu/ofb/purchasing/subpage.aspx?id=43120

Purchasing:

All purchases such as but not limited to: conference fees, registration, subscriptions, publications, books reproductions, supplies and all equipment must be purchased via TNS purchasing department.

Prepare a purchase requisition with the product model description, item number, est. cost plus suggested vendor name and contact. No Home Deliveries allowed. TNS is a non-profit organization thus tax exempted. Any purchases made with personal funds over $100.00 will not be reimbursed for taxes incurred.

You can submit your purchase requisition directly to Parsons Administration office for approval. No additional signature required.

University Equipment Policy : **Section 5 of The New School Institutional Policies & Procedures Manual / Separation From Employment / Exiting Procedures requires departing employees to return University property before or on the last day of work. The manual is available on the Employee tab of** my.newschool.edu

Travel:

All travel (air, ground, etc.) is charged to the FY in which the travel takes place. Only the travel fees are immediately charged in the current fiscal year. Travel that spans two FY (example: June 25 – July 15) will be charged proportionally to both FYs.

Domestic Air Travel - Reserve at least 14 days in advance via TNS online travel reservation system named, "Clickbook." Access Clickbook at http://www.myouttask.com/ **Send an email to** purchasing@newschool.edu to request a log in. When asked your approver is **Mil Ruiz**. Note: Air travel is automatically pre-paid on this site by TNS. **International Air Travel** - Contact Omega World Travel at 800.545.1003 for an itinerary. International reservations are finalized with Omega only by submitting a Travel Authorization for approval to Parsons Administration office.

Avis Rental Car - TNS preferred vendor – details can be found at:
http://www.newschool.edu/ofb/purchasing/subpage.aspx?id=29960

Car Service, Bus, and Trains – Option1: Paid by traveler and reimbursed upon completion of trip. Option 2: Ask for Pre-payment arrangements.

Hotel - Traveler makes the reservation, pays with his/her personal credit card and submits for reimbursement OR Traveler makes the reservation with his/her personal credit card then requests TNS to make prepayment arrangements. Note: A travel authorization form is required in order to make the prepayment arrangements.

University Travel Policy

All arrangements, purchases, and transactions must be processed according to the university policy and procedures guidelines.
http://www.newschool.edu/ofb/accounting/subpage.aspx?id=50472

University Business Expense Policy

All arrangements, purchases, and transactions must be processed according to the university policy and procedures guidelines.
http://www.newschool.edu/ofb/accounting/subpage.aspx?id=50472

Reimbursement Procedure:

Complete "Employee and Student Expense Report." with original receipts showing proof of payment. In the case of online purchases made with credit/debit cards, bank or credit card statements showing purchases must accompany the report. The business expense policy states, "Reimbursements need to be processed within a three month period" or the report may be rejected. We expect all expense reports to be submitted within 30 days unless special approval has been granted. The form must indicate the purpose of the expense and any related backup. Reimbursement checks are mailed directly to faculty home address. You may opt to be reimbursed at a flat per diem rate of $30.00, domestic or international when traveling on university business to cover meals and all incidental expenses.

Hiring Students or Other Individuals: Defined as temporary worker and or an I.C. = Independent contractor (ex: non-student Research Assistant, Book/Project Editor, Language Translator, Designer, Part time Faculty, etc). Temporary employees are hired on 30, 60, or 90 day assignments for less than 20 hours per week. Any extensions in days/hours must be approved by Administration prior. An I.C. is neither provided supervision, specific instruction or training nor provided a title, job description, or university e-mail address in the performance of their agreed upon tasks. An I.C. cannot supervise University employees or students. An I.C. must demonstrate that he/she is a legitimate business which provides their services to the public; in addition to TNS. They must submit a proposal; statement of work/terms of reference, and invoices on their company stationery. Multiple assignments are not permitted. **Initiation Process**: A workers status questionnaire should be submitted to Administration PRIOR to hiring with a letter of agreement between you and the independent contractor**. No cash transactions are permitted** and under no circumstance will be reimbursed. No direct payment to the any temporary worker/independent contractor is permitted and will not be reimbursed.

Payroll Deadline Date: May 24, 2013 - Last date to submit new hire forms and time sheets.