BGSU 1910
Process for Securing Funds

The Office of the Provost will provide funding for BGSU 1910 activities that focus on experiential and community-based learning, including class trips, transportation, project materials and guest speakers. Requests for food will be approved on a very LIMITED basis. If requesting food please make sure you provide detailed explanation on how the request will enhance the learning experience for your class.

All reimbursements are subject to the University's policy for Travel and Business Entertainment as outlined by the Controller's Office. Additionally, expenses incurred without approval will not be reimbursed.

To request funds for your BGSU 1910 class, please fill out and submit your BGSU 1910 budget request form (attached). After you receive notification that your request has been approved, please follow the steps below to receive your funds:

Paying out of pocket: This is the best route if you are making small purchases. Please keep all **itemized receipts** from your purchase(s) and submit to Kelsey Meyer, klmeyer@bgsu.edu. University policy requires an itemized receipt for reimbursement. Upon receiving the **itemized receipts,** she will process your reimbursement through Chrome River. In order to process the reimbursement, you will need to assign Kelsey Meyer as a delegate user for you in Chrome River. If you are unfamiliar with Chrome River, please contact Kelsey Meyer and she will inform you of the process to assign a delegate user.

Online Purchases: If you are needing to make a purchase online, please email the link for purchase to Kelsey Meyer, klmeyer@bgsu.edu, and she will make the online purchase. Note: please also include where you would like the items to be shipped (i.e. your office)

Budget Transfers: If you are making a purchase and do NOT want to pay out of pocket, you have the option of making the purchase through your department budget or Pcard. After you make the purchase with your department funds, please have your department secretary contact Kelsey Meyer, klmeyer@bgsu.edu to coordinate the transfer of funds.

Honorarium for Guest Speakers: All individual's performing paid services at or for BGSU must be processed as an Independent Contractor and must be approved prior to the event by both Human Resources and Purchasing – this includes Visiting Artists, Speakers and One Time Service Providers. In order to make sure your guest is paid, please work with Kelsey Meyer to insure that all necessary steps are completed for approval. Forms are online at https://www.bgsu.edu/purchasing/vendor-data-forms.html). We are unable to provide compensation or reimbursement to guests outside this policy, this includes providing gifts and/or gift cards in lieu of payment.

Step #1: Complete the HR Independent Contractor Determination Form for approval from Human Resources and the Controller's Office.

Step #2: If step 1 is approved, complete the Independent Contractor Service Agreement and return to Purchasing at purchasing@bgsu.edu. Purchasing will review and approve the agreement.

Step #3: Purchasing will route the contract and forms through all the appropriate channels for signatures* sending back to the department for the purpose of creating a requisition.

Process for Securing Off-Campus Transportation

The Office of the Provost will provide funds for any approved off-campus BGSU class trips. To request funds for transportation, please fill out and submit your BGSU 1910 budget request form. Once the Provost Office has approved your request, all BGSU 1910 instructors are personally responsible for **reserving** off-campus transportation for their class activities.

If you are in need of a large shuttle or charter bus

1. Contact the **BGSU Shuttle Service** at 419-372-0236 to request a shuttle. If you **are able** to secure a BGSU Charter Bus for your event, please ask the shuttle service department to contact Kelsey Meyer (klmeyer@bgsu.edu) to process payment.
2. If you are **unable** to secure a BGSU Charter Bus, please contact **Childer's Limousine Service** at 419-535-7019 to reserve a bus. After you have secured a reservation, Childer's will then send you an email attachment with the credit card/payment authorization form. Please forward this form to Kelsey Meyer, klmeyer@bgsu.edu , and she will process the payment.

If you are in need of vehicles:

1. Please contact Enterprise Vehicle Rental to reserve the type and size of vehicle you will need. This reservation will need to be made on your credit card or your department PCard
   a. If you pay for the reservation with your personal credit card, please scan and submit the receipt to Kelsey Meyer, klmeyer@bgsu.edu, for reimbursement. For personal reimbursements, you will need to delegate Kelsey Meyer as a user for you in Chrome River.
   b. If you pay for the reservation with your department Pcard, please scan and send the receipt to Kelsey Meyer, klmeyer@bgsu.edu, please also include your department budget string in this email. She will then process a journal transfer of funds from the Provost Office to your department in order to cover the cost.

If you are using department owned or personal vehicles:

1. Please track your mileage, including the event date, starting location, destination, and ending location and submit to Kelsey Meyer klmeyer@bgsu.edu for reimbursement.
   a. If you will be using your personal vehicle, please remember to delegate Kelsey Meyer as a user for you in Chrome River so that she can process your **personal** mileage reimbursement. **We do not process mileage reimbursements for students**. Therefore, it is the responsibility of the BGSU 1910 Instructor to secure appropriate transportation for their students.

BGSU 1910
Funding Request Form

Faculty Information
Name:
Department:
Name of Class:

Date of Event	Use of Funds (please outline how this will enhance learning experiences in your 1910 class)	Amount Requested
	Total	$