

CELT AWARD BUDGET FAQs for use of PUBLIC FUNDS

In order to be reimbursed, initiate dual compensation, or have payment executed for your CELT award, the submitted budget MUST align with all expenditures. Please read through the FAQs below to better understand how to utilize your funds in accordance with the state systems public funds policy. If you have any questions, please contact Pat Brander at pbrander@wcupa.edu.

Do you have expendable items as part of this project (i.e. office supplies, books, etc)?

Option 1: These can be procured by you making the purchase and submitting your receipts for reimbursement. Fill out the [Payment Request form](#) and attach each of your receipts as one document and send to Pat Brander. Receipts must align with the approved award budget that was submitted to be reimbursed.

Option 2: Identify the purchase you need to make and contact Pat Brander so she can submit payment for you using a university purchase card.

WCU is tax exempt so sales tax will not be reimbursed. To obtain a tax exempt form to utilize for purchases please contact Pat Brander prior to making any purchases.

Do you want to bring in an external speaker to campus?

All speakers must be a US citizen and/or have the ability to accept checks from the institution. A service contract must be created in order for payment. Outside speakers must provide a W-9. To complete a service contract the information below must be sent to pbrander@wcupa.edu. Please allow at least 3 weeks for Purchasing to issue a contract and secure all of the appropriate signatures.

- a. Title of CELT Award
- b. Faculty requesting contract and copy of CELT budget to indicate honorarium amount
- c. External Speaker:
 - Name
 - Home Address
 - E-mail Address
 - Phone Number
 - Brief description of service provided

Do you want to pay students for work associated with your project?

Please refer to [this information](#) to understand student wages and how to use these types of funds to pay them.

Do you want to provide food at an event associated with the project?

For internal faculty trainings, the event must span at least 5 hours in order to purchase food. If an external speaker is part of the event, then the 5-hour rule does not apply. Please provide a list of attendees. Catered food may be ordered from Aramark or if the food amount is less than \$250, you can order food from an external vendor. Submit a list of attendees and the reason for the along with reimbursement requests.

Do you want to request dual compensation?

There are two forms to fill out for dual compensation. To start the process, [navigate to this SharePoint form](#), click NEW, complete the form, and submit the request to Human Resources. Once the form is submitted, it takes a couple of weeks for processing and payment. Add Naomie Nyanungo as the **Dual Compensation Employer** and **The Teaching and Learning Center** as our department.

The screenshot shows the 'Dual Compensation Request' form from West Chester University's Human Resources department. The form includes the following fields and sections:

- Header:** WCU WEST CHESTER UNIVERSITY logo and Human Resources contact information (201 Carter Drive, Suite 100, West Chester University).
- Employee Information:** Employee Name, Employee WCU Email, and Position Classification title.
- Dates of Dual Compensation Assignment:** A table with columns for Date and Description. It includes a 'From' date field, an 'Add date range' button, and an 'Add date' button.
- Other Fields:** Number of Hours, Description of Duties and Responsibilities, Dual Compensation Employer, Dual Compensation Department, and Total Amount Requested.
- Submit Button:** A button labeled 'Submit' at the bottom.

Once HR approves the request, they will send you another electronic form from payroll. **IMPORTANT:** *when you receive the approved email from HR, use that email to forward, do not start a new email. The dual comp request must include the complete e-mail trail as it makes its way through the approval process. Please save a copy of the form, re-attach it to the e-mail chain and forward this e-mail to the next person in the approval process.*

Complete the top portion of the Dual Comp excel form; Pat Brander will complete the bottom portion. You must put your **SAP ID** (found on your paystub) and **your departmental cost center number on the top portion.**

Type your signature and date and save the form as an excel and not a PDF and **re-attach** it to the HR email.

Route the Dual comp with the entire email string to your **chair and they will forward to the dean.** Ask that your Chair type in their signature and route to the Dean, after the Dean signs it, ask the Dean to forward to Pat Brander. Dr. Nyanungo will approve it and it is sent to the Provost for final approval and payroll.