

Center for Faculty Development

INSTRUCTIONS FOR DISBURSEMENT OF GRANTED FUNDS

1. TRAVEL AUTHORIZATIONS FOR TRAVEL AND EXPENDITURES.
 - a. If you must submit a Travel Authorization for reimbursement of granted funds, complete the TA and send it to Sara Davis, 86 Wentworth Street, for a signature and account number.
 - b. Timing is important. CFD must receive the TA in time to process it and send it on so that the Controller's Office receives it at least 5 days before the expenditure or your travel departure date.

2. INTER-DEPARTMENTAL TRANSFERS
 - a. After an expenditure or travel, submit your IDT to Sara Davis, 86 Wentworth Street, for a signature and account number.
 - b. CFD will forward your IDT to the Controller's Office for disbursement of the granted funds.

3. ADDITIONAL PAY FORMS
 - a. If your grant includes added pay to you, send the completed Additional Pay form to Sara Davis, 86 Wentworth Street for signature and account number.
 - b. CFD will forward the form to Human Resources for disbursement of your additional pay.

4. In order to receive disbursement of granted funds, be sure to submit required paperwork in a timely fashion.