CELT AWARD BUDGET FAQs for use of PUBLIC FUNDS

In order to get reimbursed or have payment executed for your CELT award the submitted budget MUST align with all expenditures. NOTE: Receipts must be provided for each expenditure. For which receipts must be provided. 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 sheinerichs@wcupa.edu

1. Do you have expendable items as part of this project (i.e. office supplies, books, etc)?
   - All itemized receipts must be brought to Joyce Holste Assistant in the Office of the Associate Provost, Philips 009. Receipts must align with the approved award budget that was submitted to be reimbursed.
   REMEMBER WCU is tax exempt so sales tax will not be reimbursed. To obtain a tax exempt form to utilize for purchases please contact edoran@wcupa.edu prior to making any purchases.

   - If you wish to use the university purchase card (credit card) to pay for any of your expendable supplies associated with the award please contact edoran@wcupa.edu. All supplies requested must be clearly indicated in the submitted budget.

2. 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. To complete a service contract the information below must be sent to edoran@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:
      i. Name
      ii. Social Security #
      iii. Home Address
      iv. E-mail Address
      v. Phone Number
      vi. Brief description of service provided

3. Do you want to pay students for work associated with your project?
   - Please refer to the link below to understand student wages and how to encumber these types of funds.
     http://www.wcupa.edu/hr/payroll/documents/StudentPayFormInstructions.pdf
   - The following form must be completed for processing of student wages per the submitted budget:
     http://www.wcupa.edu/_INFORMATION/AFA/BUDGET/R2H_Student.xls

4. Do you want to provide food at an event associated with the project?
   - The event must span at least 5 hours - the 5 hour stipulation only applies to employees of the university. If an external speaker is part of the event then the 5 hour rule does not apply. The list of names and reason for the meal are still required.
EITHER / OR
-An external speaker and/or students must be in attendance at the event. An attendance
sheet must be submitted with signatures of all attendees at the conclusion of the event to
edoran@wcupa.edu

5. Do you want to purchase gift cards as part of the project?
Gift cards with a nominal value not to exceed $25.00 per person may be purchased for
students OR non faculty. Faculty and staff cannot be compensated outside of their normal pay
check. If you are going to compensate faculty or staff then this must be done via a dual
compensation form via HR Payroll

6. Do you wish to pay for entertainment as part of the project (i.e. student attendance at a
theater or cultural event)?
Tickets can be purchased when the events are necessary and an integral part of the award.
Itemized receipts must be submitted as described in number 1.

7. Do you need to travel as part of the project?
Faculty must submit an appropriate travel authorization form in advance to the Provost
office. Travel expenses can be reimbursed for the project. Participants must complete a Travel
Expense Voucher upon conclusion of their travel, include all receipts, have department chair
sign the form and forward form to edoran@wcupa.edu for Provost Office signature and
approval.