CALIFORNIA STATE UNIVERSITY
FULLERTON

Governance Document for the Instructionally Related Activities Committee

PURPOSE

This document shall serve as the central organizing document for the Instructionally Related Activities (IRA) Committee. The purpose of the IRA Committee (henceforth, "committee") is to oversee the IRA process, review and recommend changes to policies and procedures, review applications, and make annual budget recommendations to the University President. This document centralizes and supersedes previous reports and recommendations.

SECTION I: COMMITTEE MEMBERSHIP[1]

The IRA committee is composed of:

Voting Members

- Chair[2],
    - Currently enrolled student
    - ASI President or designee for one-year term
    - Shall have full voting privileges to ensure a student voting majority exists
- 8 Student Representatives
    - Currently enrolled
    - One from each college
    - Appointed by ASI President
    - One-year term
- 8 Faculty Representatives
    - One from each college
    - Appointed by Academic Senate Chair upon recommendation of college Dean
    - Two-year term
    - Terms shall expire on staggered basis, 4 colleges per year
    - Faculty members shall serve no more than two consecutive two-year terms
- Faculty status is defined as Unit 3 employment under the CSU/CFA Collective Bargaining Agreement.[3]

Non-voting members

- University President representative
- Vice President of Student Affairs representative
- Vice President of Administration & Finance representative

[1] Adapted with minor phrasing changes from the 2018 Working Group. This is different from the recommendations of the 2016 Task Force and may be inconsistent with Executive Order 290, provision #6.
[2] Chair membership cannot change in pursuant to Chancellor's Office Executive Order 429.
[3] The current document has no definition of "faculty" and currently allows MPPs to serve and self-appoint. This system can effectively exclude any faculty participation and thus the Unit 3 requirement has been added.

- Provost representative
- ASI Executive Director or designee
- Recording Secretary ASI, IRA Coordinator or Accounting Staff, or designee

A quorum of the IRA committee shall be necessary to conduct business. A quorum shall consist of the 50% of the membership plus 1. Additionally, 50% of the student and 50% of the faculty must be present to constitute a quorum.

Deans shall recommend faculty representatives and the Academic Senate Executive Committee, which shall consider the input and provide a recommendation to the University President. Student representatives are recommended by the President of the Associated Students Inc. ("ASI President") according to established ASI procedures. All committee member recommendations shall be submitted to the University President for consideration by September 30 of each academic year.

Faculty and administration members may not be applicants for IRA funding. Prior experience as an IRA recipient, however, is a desirable quality to be considered in committee appointments. Student committee members who participate in an IRA funded program are encouraged to recuse themselves from discussion and voting on that specific program.

The Chair shall set meeting times, prepare agendas, preside over all meetings, act as the official liaison between the committee and the University President, act as an official spokesperson with programs desiring funds, assure all student appointments are made by September 30, call an introductory meeting by October 30, and supervise the preparation of the recommended IRA budget for consideration by the University President.

The University President will consider the proposed IRA budget as submitted by the committee through the Provost and Vice President for Academic Affairs and Vice President for Student Affairs. Additionally, the University President will consider all committee appointments prior to September 30.

The committee will

- Review and establish policies and procedures as specified below,
- Review budget requests from programs
- Make budget recommendations.[4]

The IRA Chair, in cases where the ASI President appoints a chair, shall receive an annual financial award equal to 10% of the average annual cost of attendance for a commuter student. The financial award is not compensation for work done and is to be funded by the 7% Administrative Fee paid to ASI.

Appointed student members will receive priority registration.

[4] Chair, President, and committee duties are from the 2018-19 orientation packet and presented here with minor editorial modification.

SECTION II: PURPOSE, AUTHORITY, AND RESPONSIBILITY

A. SUPPORT OF CO-CURRICULAR ACTIVITIES

IRA funding levels are set by the Student Fee Advisory Committee[5] and are managed by the Associated Students Inc., CSUF (henceforth, "ASI"). The IRA Committee has responsibility for all policies and procedures for IRA funds within the limits described below, reviews program applications, and establishes funding levels based on those applications. The committee should review funding needs and communicate them to the Student Fee Advisory Committee as needed.

IRA funds exist to support activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and are integrally related to its formal instructional offerings.[6] As an overall framework, academic courses offered by academic departments are curricular activities. Other activities, including ASI sponsored, outside-of-class curricular offerings and those that are outside of the regular curricular portion of a class but integral to its content, are considered co-curricular activities. While ASI sponsored co-curricular activities are not typically considered IRA-funded programs; those that are affiliated with instruction are supported by IRA funds. The objective of the IRA fee is to ensure stable and adequate funding for instructionally related activities,[7] while also providing funds to "keep and expand current programs and allow for the development of new curriculum-related programs in the future."[8] For those programs that are funded, the funding should be stable (i.e. not likely to be overturned; firmly fixed), adequate (i.e., full or partial funding that is satisfactory or acceptable), and predictable (i.e., foreseeable).

Because of their co-curricular nature, IRA funding must also be predictable to be effectively utilized by academic departments and cognizant of academic timelines (which are subject to change). Understanding the University's limited financial resources, including the IRA fund, all programs are encouraged to pursue additional, alternative sources of funding to complement any IRA funds the program may receive.

B. LEVELS OF REVIEW

On matters of policy and for budget recommendations, the IRA Committee has the authority to review any matter relevant to IRA and report its recommendations to the Vice President of Student Affairs and Provost, and such recommendations become effective when signed by the President (or designee).

On matters of procedure, decisions of the IRA Committee become effective immediately upon a majority committee vote unless otherwise specified. Applicants may appeal a committee decision on procedure to the University President or designee by providing a written notice to the IRA Committee Chair within 48 hours of the committee vote, in which case the vote-ratified change becomes effective when signed by the President. The President shall sign or reject the change within 30 days. The IRA Committee decision remains in place during the appeal and remains in effect unless overturned.

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[5] CSU, Fullerton President Executive Order 10 on Campus Student Fee Advisory Committee.

[6] Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

[7] CSU Administrative Procedures for IRA dated March 28, 1978 and coded memorandum BA 78-13/EPR 78-15.

[8] CSUF IRA Referendum 2010

C. REGULATORY FRAMEWORK

The following lists the authorities in order of hierarchy; authorities lower on the list are subordinate to and are superseded by decisions at higher levels.

1. *Actions by the legislature, including enacted laws such as the California Education Code.*

IRA programs were created in Title 5, Division 5, Chapter 1, subchapter 3, CCR paragraph 41800.2. IRA activities are regulated by Title III, Division 8, Part 55, Chapter 2, and paragraphs 89230 of the California Education Code.

2. *Executive Orders or other policy statements or directives by the CSU Board of Trustees or the Office of the Chancellor of the California State University System.*

IRA fees were created by CSU Executive Order 290, which was superseded by Executive Order 429. CSU Executive Order 1059 further regulates IRA programs.

3. *Presidential Directives or other policy statements by the President of California State University, Fullerton.*

Presidential Directives that are of particular relevance to IRA activities include 11, 12, and 16.

4. *CSUF Previous IRA Referenda in 1984, 2000, 2010 and Student Success Initiative Referendum 2014.*[9]

Three IRA referenda approved and adjusted the fee levels and further clarified the purpose of the IRA fee. The SSI referendum established an annual inflationary adjustment to the IRA fee.

5. *Policies of the CSUF Academic Senate and the ASI.*

University Policy Statements sections 300 pertain to student policies and sections 400 pertain to curricula.

6. *Orders or other policy statements by the Provost of CSU, Fullerton or the Vice President of Student Affairs.*

The Vice President of Student Affairs, the VPSA Chief of Operations or Executive Director of the ASI may issue policy documents.

7. *Policies and Procedures of the IRA Committee, as codified in this document.*

D. COMMITTEE FUNCTIONS

The IRA Committee is empowered to formulate, review, and recommend policies and procedures regarding the process for recommending funding levels for programs using Instructionally Related Activities funds.

The IRA Committee will review annual budget requests and forward its recommendations for the budget to the Vice President of Student Affairs (or designee), who will forward their recommendations to the Provost (or designee), who will forward their recommendations to the University President. The University President may accept, modify or reject any funding recommendation, and the final decision on funding allocations rests with the President.

[9] https://asi.fullerton.edu/services

E. POLICIES AND PROCEDURES DECISION PROCESSES

IRA procedures should be appended to this document, updated in a timely way, and to the maximum extent possible be made publicly available. Procedures should be numbered, and amendments should be dated with the amending authority cited.

SECTION III: SPECIFIC POLICIES

A. TIMELINES AND PURPOSES

Because of their co-curricular nature all IRA courses are included as part of course offerings and must therefore follow the academic calendar. The timeline should be set so that funding decisions can be made, when possible, prior to the Final Draft scheduling deadline for course offerings.[10] For example, funding decisions for the AY2020/21 semester should be announced prior to the course deadline for the fall 2020 Final Draft scheduling deadline. The Final Draft scheduling deadline is typically in late February or early March. Therefore, the meeting calendar will need to be set so that applications can be received in time for decisions to be made and announced by the Final Draft deadline. The first meeting of the year should review the deliberation process and the evaluation rubric; any changes to the rubric should be made before applications are solicited.

B. ELIGIBILITY FOR FUNDING

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities. Eligibility for funding does not guarantee funding but simply designates that a program may have its application for funding considered by the IRA Committee.[11]

The program shall be required as part of a class for which residential academic credit can be applied towards an undergraduate or graduate degree. The program must be closely related to and/or in support of the classroom study of students. The program must be offered in the Fall, Spring, Winter or Summer terms. Courses must have received final University approval. The program should normally include a high proportion of required participatory activity on the part of enrolled students. By definition, a class that instructs through planned and supervised activities would be eligible, but a class that instructs through lectures, seminars, and individual projects would not be eligible as IRA programs are intended to be experiential, and active student participation is required for funding. For example, travel to conferences, exhibitions, concerts, or meetings is fundable only when students are presenting, performing, competing, or otherwise actively engaged.[12]

The student activity associated with the program must be deemed by the IRA Committee to be integrally related to the formal instructional offerings of the University and will meet a requirement for one or more courses. Additionally, the IRA Committee must determine that the

[10] The 2016 Task Force recommends fewer meetings of longer duration, perhaps day-long length. The 2018 Working Group recommended an earlier timeline with specific dates; this document incorporates the spirit of the 2018 Work Group in policy language that does not codify specific dates.

[11] The 2016 Task Force report, p. 7. See also CSU Executive Order 429; eligibility is distinct from funding level.

[12] Language taken directly from 2016 Task Force appendix. The report itself recommends review of this requirement. Reliance on S-codes and university-designated course types would greatly simplify eligibility.

program involves enrolled students in a significant out-of-class activity which results in a planned product. Such products include, but are not limited to, competition or performance before an audience, a display of equipment or material of instructional value to the University community, or a written or electronic publication or other media available to university students.

A program requesting approval for funding from IRA funds must meet one of the following criteria to be considered eligible for funding.[18] The titles and descriptions below represent the categories of IRA funding in the original CA educational code applicable to the entire CSU system; they may not directly represent titles of departments or programs at CSUF.

1. Intercollegiate Athletics

Costs necessary for a basic competitive program including equipment, supplies, and scheduled travel not now provided by the State. Athletic grants are not included. Athletic funding from the IRA fund is guaranteed per student-approved referendum.

2. Radio, Television, and Film

Costs related to the provision of basic "hands-on" experiences not now provided by the State. Purchase/rental of film as instructional aids is not included.

3. Music and Dance Performances

Costs to provide experience in individual and group performance (including recitals) before audiences and in settings sufficiently varied to familiarize students with performing.

4. Drama and Musical Productions

Basic support of theatrical and operatic activities sufficient to permit experience with performance, production, set design, and other elements considered a part of professional training in these fields.

5. Art Exhibits

Support for student art shows given in connection with degree programs.

6. Publications

Costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience related to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.

7. Forensics

Activities designed to provide experience in debate, public speaking, and related programs including travel required for a competitive debate program.

8. Other Activities

[18] Title III, Division 8, Part 55, Chapter 2, Article 4, Section 89230.

Activities associated with other instructional areas, which are consistent with purposes included in the above, may be added as identified and approved by the campus President.

9. Other Programs and Considerations

A program that does not meet one of the established categories (1 – 9 above) may be considered an IRA eligible program if the program is a primary component of a class in which residential academic credit is earned and is closely related to and/or in support of the classroom study.

Existing guidelines suggest “stable and adequate” funding for existing programs along with a need to “keep and expand current programs and allow for the development of new curriculum-related programs in the future.” A further consideration is that the normal process of inflation will require additional funding for existing programs. These pressures are not unique to IRA funding and the need for innovation must be balanced against the need for stability. As a general rule, this will require careful consideration by the committee to balance the support of long-standing IRA-funded programs, while also supporting funding of new programs.

IRA funds cannot be used for the following: equipment purchase or capital outlay projects, faculty and professional staff salaries normally funded through the University’s instructional program, recruitment efforts to get students to join a class or activity, software (except for software licenses which are only used in the current academic year), gifts/giveaways, personal membership dues, off-campus shipping, attendance at conferences, unless the travel includes competitions or other means of direct active student participation, student financial aid/grants-in-aid, and travel not required for the course. Additionally, IRA programs are only allowed a maximum of $500 for in-state travel, $750 for out-of-state travel, and $1500 for international travel per person per trip for travel for students and faculty.

C. APPLICATION OF EVALUATION CRITERIA AND PROPOSAL REVIEW PROCEDURES

The Committee will evaluate all completed IRA proposals received by the announced application deadline. A complete proposal submission will include a current year application (signed by the faculty member, department chair, and Dean). Returning programs shall also have previously submitted their prior year’s final report. All IRA proposals, which meet the criteria for IRA funding, will be equitably considered for funding by the IRA Committee.

Evaluation Workload and Scoring

The committee will review and approve the rubric and the deliberation/funding process in the fall semester and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be used in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited to include campus priorities, as well as the need to provide ongoing support for activities essential to quality programs “that aid and supplement the foundational educational mission of the institution.” Because of the possible inequitable impact, student self-contributions will not be included as rubric criteria.

The total workload for evaluating proposals shall be divided so that each committee member reviews a roughly equal number of proposals, and all proposals are reviewed by at least three committee members. The evaluation will be based on a rubric (included in the appendix); this rubric is considered a procedural document and may be reviewed and amended by a majority vote at any time prior to the call for proposals. [13] In addition, each program will be ranked by the Dean of the college in which they reside in a manner determined by the Dean, and those rankings will be submitted to the IRA committee prior to the committee's final rankings. The committee should be mindful that the rubric is intended to mitigate bias. However, it may be difficult for committee members outside of certain specialties to precisely evaluate the importance and impact of programs within a specialty. Therefore, the rubric and a deliberation process may be necessary to determine funding allocations.

Prior to the funding deliberation process, the IRA Committee will be informed of the available funds for distribution to potential programs. Per a student-approved referendum in 2010, the IRA allocation to Titan Athletics shall be 36% of the total IRA fee (after the administrative fee). The IRA allocation to Titan Athletics will be primarily used for student-athlete travel and operational expenses. Titan Athletics will not participate in the annual deliberation process. The remaining IRA fee will be available for distribution to IRA programs.

Evaluation Criteria

Prior to the start of the evaluation cycle, all 16 IRA committee members will participate in a guided rater training session, where rater calibration activities will be completed using the approved rubric for the current academic year and proposals from a previous cycle.

Subsequently and using the approved rubric, all proposals will be rated by a minimum of three committee members, with no committee member rating proposals from their own college. Committee member rubric ratings will be submitted for each assigned proposal to ASI (irafunding@fullerton.edu) by the published date. ASI will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores. Once all proposal rubric ratings have been received, the proposal rating for each submission will be calculated with an average score and standard deviation for that score. The ASI Financial Services Office will calculate and prepare a report of these values for presentation to the IRA committee.

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score), and will include the Dean's ranking and the total requested funds and presented to the committee. Allocations will be determined utilizing the deliberation/funding process approved in the fall, including the additional consideration of weighting variables, Dean's rankings, etc. as factors contributing to the final funding recommendation.

[13] The 2016 Task Force has made some recommendations for the content of the rubric (see pp. 5-7); the current rubric in use during 2018-19 is included as an appendix.

Appeals

Applicants will have five business days after receiving the award notification to request an appeal to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural error was made and support it with the appropriate documentation. The committee will review the request for appeal before reconsidering the proposal for funding. If an applicant is successfully able to appeal the decision, the recommendation for funding for the program will be modified appropriately. Once a decision is made on the appeal, the recommendation for the revised program IRA budget will be submitted to the University President for approval.

Following the University President's approval of the annual IRA budget, the amount of the IRA allocations and any restrictions on how those funds are to be spent will be communicated by the Associated Students, Inc. to the faculty requestor and the respective department chair and Dean.

Contingency requests

No contingency requests are accepted.

Presentations

Presentations for individual programs or proposals are neither required nor generally held, but might occur upon a majority vote of the committee. For example, the committee might wish to hold a presentation prior to discontinuing all or a major portion of funding for an existing program.

SECTION IV: AWARD ADMINISTRATION FRAMEWORK

The ASI administers the IRA fee and provides support to faculty, staff, advisors, and the students who participate in courses that benefit from this fee. Every year, the committee updates its website, provides online orientation and accepts proposals for the following academic year.[14]

Accounting procedures are governed by Chapter 12 of the CSU Legal Accounting and Reporting manual (section 3.0). Additional accounting procedures may be created by the Executive Director or designee. Committee decisions may not contravene local, state, or federal law, CSU, or CSUF policy.

Procedures established by ASI are reviewable by the Vice President of Student Affairs and the Provost, and their decisions may be reviewed by the President, who has final decisional authority.

Accounting procedures should be maintained in a single document and made readily available to funded programs (for example, on the IRA website).

IRA accounting procedures must follow the accounting procedures and policies of CSUF since the IRA fee is a Category II fee. All IRA programs must follow university policies regarding procurement, contracts, travel, student employment, etc. Where possible, ASI will support IRA programs and provide customer service to these important IRA-funded co-curricular programs as long as they are otherwise consistent with state law and CSU policy. Annually, ASI will provide a

[14] This paragraph taken from the 2016 Task Force and amended to comply with the timeline in this document.

status update to the Student Fee Advisory Committee regarding the IRA fee’s status, its allocation, and current usage.

Instructionally Related Activities (IRA) Policies and Procedures

Instructionally Related Activities Governing Document

IRA Committee Procedures:

Committee Membership

- The Committee is chaired by the ASI President or designee.
- Eight (8) Student Representatives, one from each College, appointed by the ASI President (1-year term)
- Eight (8) Faculty Representatives, one from each College, recommended by the Academic Senate and appointed by the University President (faculty who have submitted proposals during a given cycle are not eligible to serve on the Committee.) (2-year term)
- Three (3) Non-Voting Administrators or their designees: Vice President for Student Affairs, Vice President of Administration and Finance, and a Dean appointed by the Provost and Vice President of Academic Affairs. (2-year term)
- Two (2) Non-Voting Ex-Officio Members (ASI staff): ASI Director of Financial Services and ASI Finance & Budget Coordinator
- A quorum of the IRA committee shall be necessary to conduct business. A quorum shall consist of the 50% of the membership plus 1. Additionally, 50% of the student and 50% of the faculty must be present to constitute a quorum.

Duties of the Committee Chairperson

- Set meeting times and prepare meeting agendas.
- Preside over all meetings.
- Act as the official liaison between the Committee and the University President.
- Act as official spokesperson with programs desiring funds.
- Assure all student appointments are made by September 30.
- Call an introductory meeting by September 30.
- Supervise the preparation of the IRA Budget for the approval of the University President.
- Make initial budget recommendations to the Committee.

Duties of the University President

- Act on the IRA Budget as submitted by the IRA Committee.
- Refer all requests for funds made after approval of the budget to the IRA Committee. If the Committee is not available, the President will consult the Committee Chair.
- Make all Committee appointments prior to September 30.

Responsibilities of the Committee

Formulate, review, and recommend policies and procedures regarding the process for recommending funding levels for programs using Instructionally Related Activities funds.

- Develop operating policies.
- Consider budget requests from programs.
- Develop criteria for priority of expenditures among program types.
- Make final recommendations to the University President by June 1.

Program Advisor/Faculty Expectations

- Administer the IRA program and activity in compliance with the policies, procedures, and guidelines detailed in the following pages, as well as in compliance with University policies, procedures, and requirements, particularly in hiring student employees, travel (domestic or foreign), and risk management.

- Exercise good business judgment, use IRA funding conservatively, and model fiscal prudence (e.g., monitor use of funds/award balance, share rides, share rooms, encourage fundraising, etc.).
- The Program Advisor/Faculty, or designee, shall attend a mandatory IRA Funding Orientation.

Program Change Cancellation

Communicate directly with the IRA Program Coordinator in the event of class and program cancellation or significant changes due to drop in enrollment or other major factors (e.g., problems with travel).

Alternate Use of Funds

Communicate directly with the IRA Program Coordinator in the event there is a change to the project or program plans that requires funding that differs from the purpose intended at the time it was considered and approved by the IRA Committee (e.g., travel destination or dates change).

Application Process and Timeline

The timeline for IRA applications should be established to ensure that funding decisions are made prior to the final draft scheduling deadline for fall course offerings. The draft scheduling deadline for fall is generally during February/March.

- The Committee review and deliberation process should be completed in January.
- The IRA Budget development and submission to the Provost, Vice President for Student Affairs, and President should be completed by January.

Award Notification

Following the University President's approval of the annual IRA budget, the amount of the IRA allocations and any restrictions on how those funds are to be spent will be communicated by the Associated Students, Inc. to the faculty requestor and the respective Department Chair and Dean.

- Programs will be notified of their award allocation by March.
- Programs must complete Post-Award Orientation and Conflict of Interest training through the ETC by June 30.

Avoiding Conflict of Interest

The CSU provides guidelines directing all employees to understand and comply with the prohibition against engaging in activity that may include or appear to include conflicts of interest. Programs should refer to the Conflict of Interest Handbook for details and requirements regarding conflicts of interest.

- "No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest." Gov't Code §87100. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code §91000. This prohibition applies to all CSU employees.

Appeal Process

Applicants will have five business days after receiving the award notification to request an appeal to the IRA Committee. The applicant must be able to demonstrate that a technical or procedural error was made and support it with the appropriate documentation. The committee will review the request for appeal before reconsidering the proposal for funding. If an applicant is successfully able to appeal the decision, the recommendation for funding for the program will be modified appropriately. Once a decision is made on the appeal, the recommendation for the revised program IRA budget will be submitted to the University President for approval.

ASI IRA Program Administrative Procedures:

IRA accounting procedures must follow the accounting procedures and policies of CSUF since the IRA fee is a Category II fee. All IRA programs must follow university policies regarding procurement, contracts, travel, student employment, etc. Where possible, ASI will support IRA programs and provide customer service to these important IRA-funded co-curricular programs as long as they are otherwise consistent with state law and CSU policy.

Authorized Signature Form

1. As part of the post-award process, all IRA programs are required to complete the IRA Authorized Signature form.

2. A new signature form will need to be submitted during the fiscal year, if the faculty in charge or any of the other signers change.

3. All authorized approval signature forms require one-level up from the requestor for approval and the requestor may not be a student. Check requests must include two signatures. The first signature is the requestor or person who completed the check request. The second signature is the authorized approver. The authorized approver is on the program's Authorized Signature form. Signatures will be verified when the request is being processed. The requestor signature cannot be the same as the authorized approver. In addition, the authorized approver cannot be the same as the payee.

3\. Requestors include the faculty in charge or department chair.

4\. Approvers include the department Associate Dean, or Dean for the program. The Dean may delegate authority to an authorized MPP level approver for the college.

5\. If digital signatures are included, all signers must upload the actual signature to Adobe Sign through CSUF. Typed signatures will not be accepted. Print the Adobe audit verification and append to the signature form to validate digital signatures.

Check Request

Programs must utilize the IRA Check Request form located on the asi.fullerton.edu/instructionally-related-activities webpage under forms.

All IRA check requests for payment/reimbursement must be reviewed and approved for completeness and accuracy by the IRA Program Coordinator. ASI Financial Services can only issue checks if the IRA program Coordinator has reviewed and provided approval.

Refunds/Reimbursements:

- Student Reimbursements – it is recommended that programs complete all necessary purchases for the authorized IRA activity. For those programs allowing students to purchase supplies, the faculty in charge must:
    - Review the request for accuracy, completeness, and eligibility for reimbursement.
    - Sign as requestor for the reimbursement.
    - Secure approval from the Associate/Dean for the college.
    - Submit the final approved request to IRA Funding (irafunding@fullerton.edu) for processing.
- Faculty Reimbursements – Faculty reimbursements should be reviewed by the Department Chair and approved by the Associate/Dean for the college.
    - Review the request for accuracy, completeness, and eligibility for reimbursement.
    - The Department Chair should sign as requestor for the reimbursement.
    - Secure approval from the Associate Dean for the college.
    - Submit the final approved request to IRA Funding (irafunding@fullerton.edu) for processing.

- Department Reimbursements – Follow campus procurement procedures.
    - Provide supporting documentation and approvals
    - Submit approved packet to IRA Funding for review, approval and if applicable to provide an IRA PO tracking #.

Line Item Transfers

Line-item transfers are not normally allowed. However, the Chair of the IRA Committee, in consultation with the ASI Executive Director, will consider requests for line-item transfers and have authority to approve requests up to $1,000.

For requests in excess of $1,000, or requests which are deemed unusual or which significantly change the nature of the program, the Chair will consult the full IRA Committee by email communication or by calling a meeting of the Committee. If communication is via email, Committee members will have 72 hours to respond to such email communication and request that the full Committee convene to discuss the issue raised by the Chair's email. If a Committee member does not respond to the Chair's email, it will be deemed as consent to the Chair's recommendations.

All line-item transfers approved by the Chair of the IRA Committee will be reported to the Committee at its next regularly scheduled meeting.

Study Abroad Third Party Service Provider Programs

IRA funds shall pre-pay travel invoice presented with proof of approved third-party travel agreement, up to the maximum allowed per person (student/faculty), subject to receipt of all required documentation, including the detailed registration confirmation, travel request form, completed student conduct agreement, release of liability forms and student/faculty roster as listed.

No invoice for faculty or student travel "reimbursements" (after the fact expenses) are allowed to third party vendors.

IRA funds will not reimburse students directly for international travel related expenses.

Maximum travel award per person:
$500 – California
$750 – US (outside of CA)
$1,500 - International

Pre-paid third-party contracts

- International Contracts – Must be submitted 6 to 8 weeks prior to contract approval/travel.
- Domestic Contracts: Must be submitted 4 to 6 weeks prior to contract approval/travel.

    - Must go through EIP or Contracts and Procurement
    - IRA will provide a list of programs requesting IRA funding for study abroad/away travel.
    - IRA will send EIP a list of approved study abroad/away programs subject to campus approval February/March.
    - EIP will provide notification to IRA of third-party vendor selections for study abroad/away April.
    - May – August EIP will submit to irafunding@fullerton.edu final vendor approved contracts for IRA approved study abroad/away programs.
    - September EIP send notice of cancelled study abroad/away programs to IRA.
    - Programs will submit supporting documentation including approved contract, Travel Request forms, Insurance, Roster of Travelers (faculty and students), budget, risk management forms and request for payment/invoice to IRA for review, approval and processing.
    - Programs travel during Fall Break, Winter Session, Spring Break and Summer Session. **IRA Funding is allocated during the IRA budget term from July 1 to June 30.**
    - Requests for payment of invoice, expense reports and reimbursement payments must be submitted within 30 days of receipt of the invoice or completion of the authorized travel. Programs approved to travel during the month of June must contact irafunding@fullerton.edu for special accommodations/accrual for planned expenses before year-end close.
        - Travel Claim Form - approved
        - Proof of expense/detailed receipts
        - IRA Check Request – approved

        - Expense does not exceed the maximum allowed travel award per person.
        - Expense qualifies for reimbursement per CSUF travel and IRA policy.
        - Program has sufficient funds available for reimbursement.
    - Post Travel Verification – submit a final roster of participants to irafunding@fullerton.edu for the completed travel.
        - Provide a list of any students who dropped from the program.
        - Work with the IRA Coordinator to ensure pre-paid funds for participants who did not complete the program are returned to CSUF/IRA.

Responsibilities of the IRA Program Coordinator

IRA Committee

1. Coordinate with the university and ASI to fill open committee positions.
2. Work with the ASI President and Executive Director to schedule meetings for the year.
3. Oversee the Committee meeting operations, draft and post meeting agendas, minutes, and approved program documentation.
4. Oversee the planning and completion of the funding deliberation process.
5. Prepare documentation for the IRA budget packet for University President's approval.
6. Notify Programs of approved Budget and Award.
7. Schedule Post Award Orientation.
8. Coordinate any appeal requests, working with the IRA Chair and Executive Director.
9. Submit approved IRA Budget to ASI Director of Finance and Assistant Executive Director of Administration.

Application Process

1. Review prior year's application documents and work with the Executive Director or Designee to update and enhance for the coming year (Summer).
2. Oversee the application submission process (Fall).
3. Schedule rubric calibration training for Committee with campus partners.
4. Organize completed applications and prepare information for Committee review and deliberation.
    a. Review all applications for completeness.
    b. Identify programs with travel and notify EIP.
    c. Contact programs with incomplete applications.
    d. Prepare packets for Committee Review.
        i. Setup Dropbox
        ii. Setup rubric worksheets
    e. Prepare awards spreadsheet for deliberation and update with amendments from Committee.
    f. Prepare final budget for VP/Provost/President approval.

Study Abroad/Study Away

1. Work with administrators in EIP to ensure all authorized third-party program provider study abroad contracts are shared with ASI, and that all study abroad expenses to be paid by IRA funds are allowable per IRA policy/procedures:
    - Step 1: Notify SAGE of programs requesting travel awards.

- Step 2: Executive Director submit Instructionally Related Activities (IRA) Committee Budget recommendations to the Vice President Student Affairs and Provost for approval and submission to the President of CSUF for approval.
- Step 3: Executive Director forwards approval from the CSUF President, approval of IRA fiscal budget to IRA Coordinator.
- Step 4: Save budget approval from University President to IRA file for fiscal year.
- Step 5: IRA Coordinator send list of approved awarded IRA programs with travel to Global Titans Center (GTC) a division of Extension and International Programs (EIP) to identify and obtain copy of all third party study abroad programs approved contracts.
- Step 6: Receive from GTC confirmed approved study abroad programs and vendor selection.
- Step 7: Upon receiving updates on third-party program provider study abroad contracts from EIP, inspect and compare that the terms and conditions of the contract are allowable per IRA policies and procedures (i.e., Service Fees, Participation count, Faculty paying non-paying are identified etc.)
- Step 8: Confirm receipt of all study abroad contracts from EIP.
- Step 9: Retain copy of third-party program provider study abroad contracts in the ASI IRA Program Administrative folder.
- Step 10: Process vendor payments subject to Check Request requirements.
- Step 11: If there are any amendments to the contract, verify that IRA receives a signed/executed copy of the amended contract.

2. Perform an analysis of contract using the following checklist items:
   - Is the contract an authorized executed signed approved agreement? Y or N
   - Is there a minimum number of students required for the program? Y or N
   - Does the program meet the minimum? Y or N
   - Does the contract include the program dates and location? Y or N
   - Does the program dates fall within the IRA budget year from July 1 to June 30? Y or N
   - Does the contract include an itinerary? Y or N
   - Does the contract include transportation to and from the airport? Y or N
     - For Students?
     - For Faculty?
   - Does the contract include the hotel accommodations and location for each day of the trip? Y or N
     - For Students?
     - For Faculty?
   - Does the contract include breakfast, Lunch and Dinner accommodations for each day of the trip? Y or N
     - For Students?
     - For Faculty?
   - Does the contract include a liaison to provide assistance throughout the duration of the program? Y or N
   - Does the contract define what constitutes a qualified program faculty member? Y or N
   - Does the contract include accommodations for non-paying faculty members? Y or N
   - If non-paying faculty members are included, how many are allowed?

- Does the contract include costs for paying faculty members? Y or N
- Does the program budget include travel allocation for faculty? Y or N
    - How many faculty travelers are included in the budget?
- Does the faculty advisor qualify under the terms of the contract? Y or N
- Are faculty members given extra traveling amenities the Student participants are not granted? Y or N
- Are Program Fees variable for Student Participation based on number of participants? Y or N
- Are Program Fees for Faculty, based on the number of student participants? Y or N
- Are the international air costs included in the Service Fees? Y or N
- Are single accommodations available? Y or N
- Are there options add on costs available above the Program Fee for tours, room upgrades and other services? Y or N
- Are fees guaranteed not to change resulting from fluctuations in the exchange rate? Y or N

Prepayment of Invoice:

3. Review contract with invoice for payment for Study Abroad third party providers and supporting documentation:

- Has CSUF approved the executed third party contract? Y or N
- Does the contract and payment request align with the approved IRA proposal and travel cost information form? Y or N?
- Does the check request include the authorized requestor and approver signatures as required? Y or N
- Is the balance of the IRA award for the program equal to or more than the request? Y or N?
- Has the request for payment/reimbursement already been paid (in part or full)? Y or N
- If partial payment has been processed, document amount and source, and adjust the request to the allowable/remaining amount (not to exceed the maximum) for the program.
    - Verify partial payment from IRA funds – Y or N?
    - Verify partial payment from students – Y or N?
- Does the executed contract agreement terms and conditions of payment agree with the invoice? Y or N
- Does the approved third-party travel agreement, up to the maximum allowed per person (student/faculty) not exceed $750 out of state and $1,500 for international travel? Y or N (Note: Include calculation of actual $ amount per person)
- Is there proof of Foreign Travel Liability Insurance from Risk Management? Y or N
    - Students?
    - Faculty?
- Is the travel request form included? Y or N
    - Have TR #'s been assigned? Y or N
- Is the completed student conduct agreement included? Y or N
- Are the release of liability forms included? Y or N
- Is the student/faculty official authorized roster included? Y or N

- Did we receive all required signatures (President, Budget manager, Dean, etc.)? Y or N
- Does the contract agree with the invoice for paying for faculty travel? Y or N
- Are other costs in the invoice supported with documentation? Y or N
- Is the reason/justification for the request included in the request? Y or N

Domestic Travel

Programs requesting travel within the State of California or the US may be awarded funds for travel. Process requests for pre-payment or reimbursement as follows:

Prepayment:

4. Review the travel contract/agreement with invoice for payment for domestic third party providers and supporting documentation:

- Has CSUF approved the executed third party contract? Y or N
- Does the contract and payment request align with the approved IRA proposal and travel cost information form? Y or N?
- Does the check request include the authorized requestor and approver signatures as required? Y or N
- Is the balance of the IRA award for the program equal to or more than the request? Y or N?
- Has the request for payment/reimbursement already been paid (in part or full)? Y or N
- If partial payment has been processed, document amount and source, and adjust the request to the allowable/remaining amount (not to exceed the maximum) for the program.
    - Verify partial payment from IRA funds – Y or N?
    - Verify partial payment from students – Y or N?
- Does the executed contract agreement terms and conditions of payment agree with the invoice? Y or N
- Does the approved third-party travel agreement, up to the maximum allowed per person (student/faculty) not exceed $500 in state, $750 out of state? Y or N (Note: Include calculation of actual $ amount per person)
- Is there proof of Liability Insurance from Risk Management? Y or N
    - Students?
    - Faculty?
- Is the travel request form included? Y or N
    - Have TR #'s been assigned? Y or N
    - **If IRA funded only** – assign IRA TR #'s (TAIYY00#) for each traveler to be reimbursed.
    - Add to Travel Tracking Sheet
- Is the completed student conduct agreement included? Y or N
- Are the release of liability forms included? Y or N
- Is the student/faculty official authorized roster included? Y or N
- Did we receive all the approved signatures (Provost, Budget manager, Dean, etc.)? Y or N
- Does the contract agree with the invoice for paying for faculty travel? Y or N
- Are other costs in the invoice supported with documentation? Y or N

- Is the reason/justification for the request included in the request? Y or N

Verification of Completed Travel

- Request final roster of participants for completed study abroad programs.
- Did all students on the registration roster complete the program? Y or N
- Did any students drop during the program? Y or N
- If any students dropped during the program, were the IRA funds returned to CSUF/IRA? Y or N
- Are there any required follow up action steps needed to recover unused funds for students who did not complete the program? Y or N
- Did the completed study abroad programs final expenses applicable to IRA reconcile to the pre-prepaid invoice and any amounts paid by IRA funds? Y or N

- Incidentals reimbursements: Reimbursements for incidentals related to approved travel should be reviewed and processed as follows:
    - Incidental reimbursements are for expenses incurred during the approved travel event that are not part of the prepaid contract.
    - Follow Travel guidelines - Complete the travel claim form
      Submit copies of all original receipts
      Obtain proper authorized and approved signatures
      Submit to IRA funding
    - Does the incidental request exceed the maximum travel amount allowed (budgeted award) per person ($500 - CA, $750 - US or $1500 - International)?
        - Faculty?
        - Students? [IRA funds will not reimburse students directly for international travel related expenses.]
    - Does the request include all receipts and explanations for purchases?
    - Does the request comply with CSUF travel reimbursement procedures (https://adminfin.fullerton.edu/finance/ap_travel/documents/policies/travel/TravelPolicyAndProcedures.pdf)?
    - Is the request properly authorized (including all required/authorized signatures)?
    - Does the request exceed the maximum available funds for the program?

Check Request

Inspection will include:

- Verifying that the Check Request is clear, detailed and documented justification for each individual expense/purchase included. Itemize each purchase including cost and detailed description of item purchased. If there is insufficient space on the check request, additional pages may be attached.
- Verify that the supporting documentation is complete and legible. Digital detailed receipts are acceptable. If in doubt, or if the documentation appears not to be original, please attach appropriate certification(s) to avoid a delay in processing the check request. Credit card receipts not supported by an itemized receipt will not be reimbursed: the itemized receipt is the reimbursing document.

- Verify that the requestor has provided a listing of the receipts and a summary of the expenses.
- ~~Verify that the IRA check request form is not used to pay for shipping and other mailing services, such as FedEx and USPS, since these services should be made with the campus mail department and campus shipping and receiving~~[CS1]~~.~~
- Verify that the IRA check request form is not used to pay for honorarium or to reimburse guest speakers fees.
- Verify that all forms submitted electronically include certified electronic signatures (via Adobe Sign or other signature platform), or they can be printed, signed, scanned and emailed to irafunding@fullerton.edu.

1. All IRA check requests for payment/reimbursement must be reviewed and approved by the IRA Program Coordinator before ASI Financial Services can process IRA checks.

2. The check request form is available on ASI IRA webpage: asi.fullerton.edu/instructionallyrelatedactivities under forms

3. If the check request with supporting documentation is not complete and accurate, the form will not be accepted and will be returned to the requestor.

4. If the check request with supporting documentation is verified and complete, the IRA Coordinator will approve and submit the packet with the completed checklist to ASI Financial Services for issuing/processing the check.

ASI Financial Services Office Procedures

General

All IRA check requests for payment/reimbursement must be reviewed and approved for completeness and accuracy by the IRA Program Coordinator. Review and approval must be completed and submitted along with the checklist and supporting documentation to ASI Financial Services before any IRA check request for payment/reimbursement can issued.

ASI Financial Services will follow Section 4: Checks Section 4.3 Check Requests – Procedures for Acceptance that is outlined in the Business Activities Manual.

1. ASI Financial Services processes IRA checks once a week. Checks will be mailed to the payee, using the information provided on the check request.

2. Upon receiving the check request from the IRA Program Coordinator, ASI Financial Services will inspect the request and supporting documents to ensure completeness and notify the IRA Coordinator that they have received the IRA request for funds. If there are any issues/errors with the request, or the supporting documentation is not completed, the form will not be accepted and will be returned to irafunding@fullerton.edu for follow up and correction.

3. Prepayment of Travel requests require review and approval by the IRA Coordinator prior to processing payment for the advance.

    a. Verify that the IRA Coordinator has provided:
    - Approved funding checklist
    - Completed approved check request
    - Approved travel authorization with all required signatures (Faculty, Dean, Provost, and President - international) and TR #'s appended.
    - Third-party provider contract is signed/approved.
    - Risk Management forms, including liability insurance, travel release forms, etc.
    - Invoice – verify amount and compliance to the third-party contract. Verify calculations to ensure available funds, request complies with the contract, and validate there have been no pre-payments.

Purchase Order Procedures

University Procurement is required for expenditures from contracts, fees and rentals, and a purchase order is usually requested by a vendor. ASI does not issue purchase orders. For charges requiring an "ASI purchase order number", used for campus services, such as Reprographics, contact IRAfunding@fullerton.edu to request a number. Please include a vendor quote including the service to be used, the IRA account number to be charged, detailed description of what the service and the cost. Examples of the IRA PO tracking number are S16-108-3381, S16-14-3500, S16-17-3572.

IT Purchases

When purchasing information technology products or services, the University IT purchasing process must be followed. Please visit http://www.fullerton.edu/itpurchasing/it_purchasing_process/ for up to date information and to submit an IT Purchase Request.

University Accounting Procedures

Common Financial System (CFS) Requests

Requesting CFS access, setup for IRA approval and reviewing, training and instructions often requires some time investment. It is highly recommended that this be established well in advance of any need of contract service. All software leases and licenses require approval from Information Technology (IT). The IT Authorization Number will need to be included on the requisition.

The IRA Program Coordinator will approve Common Financial System (CFS) requisitions submitted; this will confirm compliance, funding, and initiate a University invoice to facilitate IRA reimbursement. It is important to reference your IRA program code in the requisition description, and where appropriate, in the chart field string.

For Requisitions

1. Use fund THEFD
2. Use billable program code 7997
3. Use department 10021 (Associated Students, Inc.).
4. Reference the IRA 8-digit account number (IRA program code – line item number). The IRA program code is the unique number assigned to your IRA program; all codes begin with the number 3. An example of a line item number is 8074 for Contracts/Fees/Rentals.
5. Send the PDF document of the requisition and supporting documentation to irafunding@fullerton.edu.

If State funds need to be reimbursed from IRA funding, you will use either an ETR (Expenditure Transfer Request) or RFI (Request for Invoice).

For Expenditure Transfer Request (ETR)

1. Use fund THEFD.
2. Use billable program code 7997.
3. Use department 10021
4. IRA Purchase Order is required.
5. Invoice is generated once a month (usually on the fifth business day of the month).

For Request for Invoice Form (RFI)

1. Use original Chartfield of expense.
2. DO NOT use billable program code 7997.
3. ASI Purchase Order is required.
4. Invoice is generated on demand.

Contracts and Procurement Procedures

Contract for Services Using IRA Funds

Although IRA funding is processed through ASI, IRA fees are State Funds and therefore a University activity.

If the use of independent contractors, or outside vendors, has been approved for funding and is necessary for the goals of the IRA program, it may be necessary to enter into an agreement for service.

Delegation of authority for purchases with University funds is delegated by the University President to Contracts & Procurement. Contracts/agreements can only be signed by Contracts & Procurement. If any individual signs the contract/agreement, they are personally obligated for that contract/agreement. Any program or College Department that enters into any agreement or contract, verbal or otherwise, must work directly with campus Contracts & Procurement. This ensures compliance with University and Chancellors Office requirements, as well as for insurance and tax reporting needs.

Employment Procedures

CSU Employees

Individuals who are CSUF or CSU-system employees (such as graduate assistants, student assistants, work-study, faculty, staff, etc.) may NOT be hired as Independent Contractors to provide assistance to IRA-funded programs. IRA funds cannot be used to pay for CSUF faculty/staff salaries and benefits. IRA funds can only be used to pay for student assistants who are directly involved with the program's instructionally related activity, and not other duties for the department for faculty.

Student Employees

Student Task Profiles
1. All student employees in the job code of 1870, 1868 or 1874 are funded the same way through general funds. A student task profile is used to override default funding for students. The department timekeeper selects the specific task profile created during rapid time entry (student attendance) to fund the student employee through the IRA account.
2. A task profile can be requested any time of the year, but it must be requested and setup in advance so that it is available during rapid time entry. The task profile should be requested no later than the 25th of the month for use in the month's student pay period.
3. When a task profile is selected, funding will distribute to the exact combo code tied to the task profile selected. Task profiles are used to charge to a different dept., fund, class, or program code only.

Chartfield Request Form
1. The first step to setting up a student task profile is to attain a Chartfield class code. Complete the Chartfield Request Form on the Administration and Finance webpage. Print, obtain approvals and send form to the Budget Office, CP-300.
2. Once the Chartfield class code is established, you will receive an email confirmation the ASI IRA administration from IRAfunding@fullerton.edu
3. The requested Chartfield to use IRA funds will always be:
   - Department: 10021
   - Fund: THEFD
   - Program Code: 7997
   - Account: 601303
   - Class Code: Indicate this will be used for IRA program and indicate the IRA program number (4-digit number)

Student Task Profile Action Form
1. The Student Task Profile Action Form can be found on the Human Resources website (http://hr.fullerton.edu) under forms then click on Position Management. The form is available on a fillable PDF form.
2. Once completed and signed, please scan and email to prpm@fullerton.edu.

Student Task Profile ID
1. Once established, the task profile ID will be emailed to the requestor from Juanita Arreola on behalf of Position Management.

2. Enter this code in Rapid Time Detail Information for each student along with the students' number of hours attainable to the IRA award.
3. Enter Student Task Profile ID in PeopleSoft Rapid Time.

Risk Management Procedures

Risk Management is Your Partner
1. Safeguard University resources
2. Stay on "Yes"
3. Key elements
4. Create the best academic experience.

International Program:
1. Basic Elements
    a. Foreign Travel Liability Insurance
    b. Release of Liability
    c. Code of Conduct
    d. Advise Students of Known Hazards
    e. Student Can Opt Out (UPS 420.105)
    f. Emergency Contacts
    g. Orientations
2. Extra Review Needed if Traveling to:
    a. High Hazard Country
    b. War Risk Country
    c. Travel Warning

Domestic Programs – Off-Campus
1. Releases of Liability
2. Code of Conduct
3. Advise Students of Known Hazards
4. Students Can Opt Out (UPS 420.105)
5. Train Students on Equipment to be used.
6. Emergency Contacts
7. Orientations
8. Rules regarding driving a University vehicle
9. Different rule regarding students driving their own vehicles

On-Campus Events
1. Physical Activity
2. University Release
3. Participation Limited to those on the roster
4. Review Vendor's Insurance

Food
1. Food and beverage options under Administration and Finance
2. Contact Environmental Health and Safety, x7233, RE: Food Handling and Food Safety

Minors

1. If activity involves minors on campus, background checks may be required.
2. Risk Management provides assistance to avoid exposing University and employees to liability.

Travel Procedures

Any IRA funds used to support travel costs for students, faculty, or staff members must comply with all the requirements as set forth by University Travel Operations at: *http://finance.fullerton.edu/Controller/Travel/*. These policies are frequently updated.

See sections that apply to *non-employee* or *employed* students, faculty, or staff. These requirements must be fulfilled prior to any travel deposits, advances, or reimbursements being issued. It is critical to review all of these details well in advance of any travel plans in order to allow time to address any questions and accomplish all that is required.

Please include a copy of the fully signed Travel Authorization Form (if employed by CSUF), or the Statement of Certification for Student Travel and Release of Liability and Agreement for Student Travel Form (if not employed by CSUF) as documentation of compliance with all requirements.

Travel Request (TR) Routing

1. Only CSUF State-Funded: Submit Travel Request to Travel Operations (CP-300). Travel Operations emails Traveler and Preparer that travel has been approved and the assigned document number.
2. Only IRA Funded (ASI): Submit Travel Request to irafunding@fullerton.edu. Auxiliary assigns travel number TAI###.
3. State & IRA Funded: Submit Travel Requests to Travel Operations (CP-300). Travel Operations emails Traveler and Preparer that travel has been approved and TR number has been assigned.

Submitting Travel Expense Claims

1. CSU State-Funded
   a. Traveler submits Travel Expense Claim and required receipts/documentation to Travel Operations.
   b. When documentation, completeness and accuracy are confirmed, Travel is reimbursed and Travel Record is closed.
2. State & IRA Funded
   a. Traveler submits Travel Expense Claim and required receipts/documentation to Travel Operations (CP-300). When documentation completeness and accuracy are confirmed, Traveler is reimbursed. CSUF Accounting receives copy of paid claim and submits invoice (noting Chartfield and TR#) to appropriate Auxiliary and TR Record is closed. IRA funded travel uses invoice as backup to charge the appropriate Auxiliary/Project Account.
3. IRA Funded
   a. Traveler complete the Travel Expense Claim form, IRA check request and all receipts to be reimbursed to the ASI Financial Services office.

b. A summary of all submitted receipts

Ending Balances for Programs

All balances that remain in IRA program budgets at the end of the fiscal year shall revert to the IRA Reserve Fund.

Definition of Line-Item Expenses

-8050 Supplies

Expendable items that directly supports the IRA activity and whose useful life is limited primarily to the activity itself. Examples are:

A. Office Supplies: including pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, computer paper, binders, labels, file folders, tape, stationery, etc.

B. Other Expendable Supplies: may include t-shirts, paint, costumes, props, decorations, batteries, sheet music, blank recording tapes, and CDs.

C. Gifts/Giveaways: items and supplies intended as complimentary gift items are **NOT** allowed.

D. Equipment: tools, computers, gaming systems, printers, machinery, etc. are **NOT** allowed.

-8051 Printing

Photocopying costs; costs for printing brochures, posters, forms, flyers, and other materials related to the specific promotion of the class activity. Printed materials to be used to recruit students to the program are not allowed.

-8052 Communications

Postage, mailing, and freight costs in direct support of the IRA program. Any shipping and other mailing services, such as FedEx and USPS, must be made through the campus mail department, and shipping and receiving.

-8069 Student Wages

Part-Time Student wages (hourly employees).

-8074 Contracts/Fees/Rentals – normally these require a purchase requisition via University

A. Contracts: speakers, performers, and independent contractors

B. Catering: specifically associated with the activity.

C. Fees: service fees; license copyright fees; entry fees; operating fees; and permits.

D. Rentals: equipment rentals (includes lighting, sound, and staging equipment); retreat, camp, and facilities rentals; costume, prop, and decoration rentals.

-8077 Travel

ALL costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, personal vehicle mileage reimbursement and third-party contracted services.

-8079 **Dues & Subscriptions**
Membership dues and subscriptions required for the operation of the IRA program. Does **NOT** include personal membership dues or fees.

-8084 **Insurance**
Cost of insurance related to specific activities/programs.

Resources for More Information

- IRA Funding: irafunding@fullerton.edu
- Susan Collins, Corporate Affairs Senior Coordinator/IRA Coordinator (657)278-7456