

College of Nursing Processes

1.	Submitting TABER Requests	<p>When requesting a TABER, please gather the following items, when applicable, and either leave it in Sally's mailbox or the in-box on Dwaine's desk at Ackerson 109. Please note that requests from State accounts must be processed, not just submitted, within 60 days to be reimbursable. As of July 1, 2006, the reimbursement rate per mile is \$0.31:</p> <ol style="list-style-type: none">1. If you are only requesting mileage for teaching a class. Please leave a narrative with your name, the title of the class you are teaching, the campus and building where the class is located, the date(s) traveled, from where you left (Normally, this would be the location of your campus office. <p>If you went to the class directly from home, the mileage that you include must be the lesser of the travel from your home or the travel from your office.), and the total miles traveled. Indicate if your travel is a roundtrip.</p> <ol style="list-style-type: none">2. If traveling overnight, please submit a narrative with your name, city and state of destination (city and country if foreign travel), reason for travel (e.g., AACN nursing conference from 8/1/06-8/3/06 in Memphis Tennessee), a description of each reimbursement claim including the date, vendor, and amount). <p>If claiming a meal, then indicate whether or not there is alcohol included in the meal. If so, you must include the itemized receipt so that the TABER reviewers can confirm that the alcohol expenditure is not being reimbursed.</p> <p>Also, if seeking reimbursement for a meal paid for others, include the name, title and institution of the person for whom the meal reimbursement is being sought. If you are seeking a reimbursement for a meal over \$60, then an itemized receipt is required. In addition, leave original receipts for all</p>
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		<p>reimbursement claims, a copy of the registration for the conference (if there is no registration, then leave some other proof of attendance such as a brochure or email requesting your attendance, etc.), hotel receipt (hotel receipt must show a \$0 balance to prove you did pay for it), airline ticket stubs, and the Dean's signed Travel Request Form (unless traveling in the summer when classes are not in session). If the reimbursement is being funded by a grant or award, indicate the account number.</p> <p>If using the per diem option to pay for meals, then consult the per diem table found at http://www.rutavel.rutgers.edu/USperdiemo pt1.xls for the correct rate.</p> <p>3. If requesting a reimbursement for purchasing incidental supplies or service, please include the original receipt, and a narrative mentioning the name of the vendor, what the item is that was purchased, why the item was purchased, the date it was purchased, and the account number funding the reimbursement.</p>
2.	Submitting Purchase Order Requests	<p>Supplies should be purchased through University vendors. Only in rare cases should there be an exception (a rare case may be where the vendor is the sole supplier of a product which is not fungible, and this vendor chooses not to do business with the University directly).</p> <p>Email Dwaine and cc: Sally with the request. Attach, email separately, or leave a hardcopy in Sally's mailbox or Dwaine's inbox the quote or narrative naming the vendor, the model and make of the item to order, the item number at the vendor, and the price. Include the account that is funding the purchase. If necessary, include an account subcode.</p>
3.	Submitting Consultant	If paying someone for service is over \$1,000, then

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	Agreement Requests	<p>complete and sign (the Consultant must sign also) a Consultant Agreement form.</p> <p>In addition, the requestor must complete an RCIPS form and a letter of justification, which outlines what the services are to be performed, and why the person was the best candidate available to perform that service. Submit all three to Sally or Dwaine. The forms can be found at the forms repository at http://rias.rutgers.edu/formsrequirements.html</p>
4.	Requesting New Employees	<p>Request the paperwork for the person. Sally or Dwaine will give you the ADR, I-9 and W-4 form that you would have the person complete in red ink. The person must return the form with a copy of a valid social security card and driver's license (or other government issued photo ID if no driver's license is available).</p> <p>Send Sally an email mentioning that you are taking on the person as a T-4 or T-5 (if the person is currently a Rutgers student), the account to fund their payroll, and the hourly rate of pay.</p>
5.	Requesting Payments for Employees	<p>Send Sally an email and cc: Dwaine including the person's name, address, phone number, amount to be paid, service performed, date(s) performed, and account to fund it.</p>
6.	Requesting Grant Money to Distribute to Human Subjects	<p>Complete and submit to Sally or Dwaine a "Questionnaire for the Management of Funds to Interviewers Paid on Research Contract/Grant Funds". It can be found at http://postaward.rutgers.edu/humansubject.htm</p>
7.	Reserving a Room	<p>Send an email to Dwaine including the date, time and reason for the request. Dwaine's reply is your confirmation.</p>
8.	Submitting Check Requests (including	<p>Check requests are made out to vendors who do not normally invoice. These include honorariums,</p>

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	Request for Conference Registration)	memberships with organizations, registration for conferences, and sole supplier vendors. Email Dwaine and cc: Sally with the request. Include in the email the vendor's name, address, contact person (if different from the vendor), phone number, fax number, if available, description of the service performed, date(s) the service was performed, the amount to be paid. If the vendor is a new vendor, include the tax id number.
9.	Travel Request Forms	<p>If you are planning to travel on any overnight trip, you are required to obtain Dean Lashley's approval. This applies even if a grant for which you are the PI is being used to fund the trip. You may obtain a travel request form from this website. You may also get one from either Dwaine or Mia at the Dean's office.</p> <p>Please complete the form and leave it with Mia for the Dean's approval. Once it has been processed, the form will be left in your mailbox. Please make a copy for yourself and submit the original to Dwaine. Dwaine will need the form in order to process the TABER for the trip.</p>
10.	TABERs for Guest Speakers	<p>If you are reimbursing a guest speaker, please follow the same rules that are required for TABERs above. Be sure to put the guest speaker's name as the person requesting the reimbursement.</p> <p>You would need to get the guest speaker's signature on the TABER. Otherwise, you should have the quest speaker complete a letter authorizing you to sign for the guest speaker. If you have this letter in hand, please attach it to the TABER when submitting it to Sally for her review and signature.</p>
11.	Mailing Requests	Email Sally with the request. Include a narrative naming the vendor, vendor's address, phone number, contact person, and if it is a new vendor, the tax ID number. Include the amount of the check, the mailing deadline date, and your plans for

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		<p>delivering the items to be mailed to the vendor.</p> <p>If you want the check to be mailed back to you for your pickup, indicate this in the email. Once the check is cut, we will contact you to let you know it is available. If this is not indicated, then the check will be mailed directly to the vendor.</p>