**RSENR Purcard Checklist for Faculty**

* **Dates and Deadlines**
  + 2nd of each month: Journals are ready
  + 12th of each month: Turn in all Purcard materials to Aiken 304
* **Reallocation**
  + Indicate the correct chartstring for each expense either on US Bank report or receipt
* **Receipts**—Everything must be able to go through a scanner
  + Make sure there is an ITEMIZED receipt for all expenses
  + For missing receipts, fill out the Receipt Substitution Request Form (Please remember, this is a REQUEST. Disbursement may reject it and require you to reimburse the charge personally.)
* **Travel**—there is a comprehensive Travel Policy on the UVM website
  + Meals must not exceed daily limit
  + Travel Meals must not exceed daily limits.
    - Domestic Meals under $60 (including tip) per day do not require receipts
    - Foreign Meals under $75 (including tip) per day do not require receipts
  + If traveling on a grant, review the Fly America Act guidelines and make sure your flight expenses comply
  + Include agendas for any Conferences, Workshops, Meetings or Trainings
* **Business Meals and Refreshments**—refer to the Business Meal, Hospitality and Amenity Policy on the UVM site
  + Who--List of participants
  + Where—location of meal or snack
  + Why—a clear UVM business reason for the purchase
  + Business meals charged to a grant MUST include a non-UVM person
  + Alcohol? You must have an Alcohol Approval Form included
  + Agenda if it is a formal meeting or event
* **Signatures**
  + Signing the US Bank Statement is no longer accepted by Disbursement
  + When the journal appears in your mailbox with a green tag, please sign and bring to Aiken 304 as soon as possible
* **By the 12th of the Month**
  + Put everything together—NO STAPLES, No duplexed materials if possible
  + Make sure you indicate the correct chartstring
  + Bring it all to Aiken 304 by the 12th of the Month

**A few Handy Links**

[Travel Policy](http://www.uvm.edu/policies/travel/travel.pdf)

[Business Meal, Hospitality and Amenity Policy](http://www.uvm.edu/policies/procure/businessmeals.pdf)

[Business Meal FAQ—very concise and handy](http://www.uvm.edu/~cntrllrs/Bus_Meals_FAQ.pdf)

[Fly America Act for Federal funded grants](https://www.uvm.edu/spa/?Page=fly_america_act.html)

[Purcard FAQs](http://www.uvm.edu/~cntrllrs/?Page=disburse/purcard%20faqs.html&SM=disbursemenu.html)

[RSENR Business Service Center (RBSC)](http://www.uvm.edu/rsenr/businesscenter/?Page=purcards.html&SM=financialssubmenu.html)

[RBSC Purcard Information](http://www.uvm.edu/rsenr/businesscenter/?Page=purcards.html&SM=financialssubmenu.html)

[Disbursement Purcard Info](http://www.uvm.edu/~cntrllrs/?Page=disburse/purcard.html&SM=disbursemenu.html)