![Bergen Community College logo]

Grant Policies and Procedures:

A Post-Award Guide for Grant Funded Principal Investigators, Project Directors and Key Personnel

Office of Grants Administration

http://www.bergen.edu/grantsoffice/

Revised – July 2019

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1. INTRODUCTION

Congratulations on the award of your grant. As the grant project director, this is your opportunity to realize the vision described in your plan for your grant project. This will no doubt be an exciting time as you work to accomplish the goals and objectives you originally proposed. In addition, there may also be some interesting challenges to resolve along the way.

The guidelines in this booklet are to help increase your success and minimize any difficulties you encounter as you carry out what is now a legally binding contract between Bergen Community College and the funding agency.

2. ORGANIZATION AND PERSONNEL

Grant personnel includes a number of individuals within the College (staff and faculty) and outside (evaluators, vendors) of the college. Various individuals from the grants office will interact on a regular basis with the Grant Project Director and other project staff/personnel.

The Grants Office will work with you throughout your project experience, but you should also feel free to contact the Office of Grants Administration at any time with questions or concerns:

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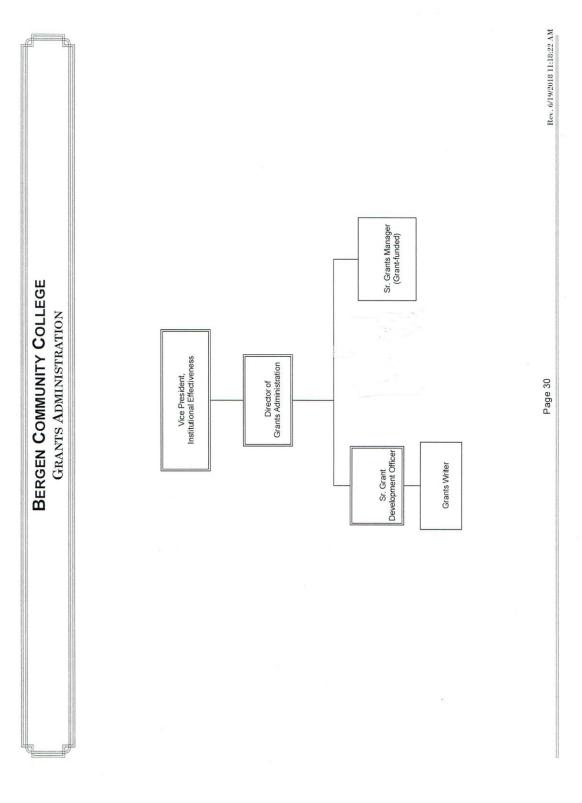
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BERGEN COMMUNITY COLLEGE
GRANTS ADMINISTRATION

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3. GRANTS AUTHORITY AND RESPONSIBILITIES

3.1 Notification of Award

The President of BCC and/or the Director of Grants Administration receives formal notification that a grant has been awarded. Upon notification, the Grants Office will:

- Compare the Grant Award Notification (GAN) to the proposal and, with the proposer, resolves any differences.
- Negotiate with the funding agency any required budget and program modifications.
- Prepare a draft resolution from the appropriate Vice President for presentation to the Executive Council and to the Board of Trustees.

The Board of Trustees must authorize any grant awarded to the college. Once authorized, it becomes a legally binding contract, with the proposal you developed at the core, although additional grant requirements and guidelines are also provided by the funding agency and can be found in the award contract. The Grants Office then will:

- Arrange an initial grant management conference with the Project Director to review award details and operating guidelines.
- Initiate or approve all communications, including budget modifications and program reports.
- Establish and maintain a Project Control Book/contract file with pertinent grant information.
- Serve as the formal point of contact with funding agencies.

3.2 Project Director Responsibilities

The Project Director has primary responsibility for attaining all agreed upon goals and objectives and for ensuring overall project success, and typically:

- Recruits/hires and supervises project personnel
- Oversees the project and staff to ensure successful implementation of objectives and activities
- Manages grant budget and ensures project stays within budget (with Grants Office)
- Purchases equipment & supplies (with Grants Office)
- Develops subcontracts (with Grants Office)
- Reviews/monitors monthly budget reports & spends down award
- Identifies need for and prepares budget modification (with Grants Office)

- Maintains accurate activity files/reports, certify time/effort, student & other data (Activities & Goal Attainment, Student Records, Personnel Time, Purchases)
- Publicizes/disseminates outcomes
- Implements evaluation plan and ensures methods are sound and produce results
- Prepares interim & final program and fiscal reports & modifications (Grants Office will approve and submit)
- Maintains project quality control
- Tracks matching funds and in-kind contributions

- Institutionalizes project elements and/or identifies program/fiscal steps, and establishes/cultivates relationship with funding agency (with Grants Office)

- Completes project on time/in budget, closes out, & prepares for audit

Carefully re-read and familiarize yourself with the guidelines and requirements of your grant proposal/contract and those of the applicable funding agency found in the Grant Award Notification Terms and Conditions. In Appendix A, you can access federal, state, and local regulations, requirements, and guidelines as well as specific BCC policies and procedures.

4. INITIAL STEPS WHEN A GRANT IS AWARDED

Once a grant is awarded, a number of steps are taken to ensure a smooth start up.

4.1 Initial Grant Management Conference
The project director and grants office staff meet to:
- Specify next-steps and timelines for project implementation and planned activities
- Review funding agency grant requirements
- Review the fiscal management process
- Prepare college budget forms
- Examine issues, policies, and procedures pertaining to equipment and supply purchases and consultant subcontracting, as appropriate
- Review staff hiring, effort reporting, and compensation procedures
- Specify record keeping and reporting requirements and timelines
- Address other issues and concerns as needed

4.2 Project Control Book
The Grants Office provides you with a Project Control Book at our initial project conference, containing:
- The RFP, original proposal, and award contract
- Board of Trustees actions
- Your approved budget

The book will become a valuable tool for you to document project activities and products including:
- Goal/objective attainment
- Purchase requests
- Vouchers
- Brochures
- Student records
- Meeting minutes
- Staff time and effort
- Schedules and calendars

The documents you compile as the grant progresses will be useful as you prepare interim and final reports, and will ensure that you are prepared for any audits or required monitoring visits.

Supporting materials must be kept at least 3 years after the final grant report is accepted by the funding agency. In addition, the State of NJ requires records be retained for 7 years. The grants office can guide you regarding record retention and storage at the end of the grant period of performance.

4.3 Project Budget
During the project period, it is essential to Establish, Monitor, and Modify (when appropriate) your budget, as outlined below:

4.3a Establishing Your Budget

When BCC receives a new grant, an account number must be assigned to enable financial transactions associated with the grant. The grants office is responsible for securing new account codes from the accounting department. The grants office will also fill out a Grant Budget Sheet and obtain the necessary signatures. The Grant Budget Sheet is then submitted to Accounting for input into the Colleague system.

Because funding agency budget systems may vary from the college's COLLEAGUE ("Colleague") system, we will work with you to match your approved budget to BCC budget lines and complete separate budget sheets for each applicable funding source (e.g., grant funds, partner contributions, college cost-sharing/match). You can begin expending and disbursing allowable funds once the budget is activated in the General Ledger.

4.3b Monitoring and Modifying Your Budget

Project Directors should review the grant budget regularly via COLLEAGUE. Remember to keep expenses in line with the approved budget and review your contract periodically to ensure appropriate and timely spending. For example, it is a good idea to have half your budget expended six months after the grant start date for a 12-month project.

Because there are times when actual costs (i.e., equipment purchases, classroom supplies) are lower than originally proposed, most funding agencies recognize that project success may require budget flexibility and will typically allow movement of funds from one approved budget line to another up to 10% of the budget before a formal modification is required. The grants office will guide you regarding budget transfers and modifications.

Please contact the Grants Office as soon as possible if you have budget concerns or questions or need to make an adjustment. Keep in mind:
- Most funding agencies require Budget Modification Requests to be submitted no later than *90 days before the end of the grant funding period*
- Budget modifications may also require Board of Trustees approval, so you may need to prepare materials *four or five months in advance of the project end date*

5. HIRING AND SUBCONTRACTING PROCESS

Grant staff may include those already employed at the college, those recruited from outside the college, students attending the college, or those who become vendors to provide a specific service to fulfill one or more goals/objectives of the grant.

Upon budget activation, you can authorize, hire, and pay project personnel. You must follow staffing and compensation plans specified in the grant proposal, as approved by the BCC Executive Council and Board of Trustees as well as HR hiring practices, employment contracts and applicable state and federal regulations.

5.1 Timekeeping Policies for Grant Funded Personnel
Institutions of higher education are REQUIRED TO maintain records of funds used to compensate individuals for work on a grant. This includes accurate time and effort records for organizational employees working on federally-funded projects, in compliance with federal guidelines. Payments of any type to personnel must be supported by complete and accurate records of employee time and effort.

You and the personnel working on the grant are responsible for completing all required time and effort reports. These reports vary depending on the classification of employment and may be required monthly, quarterly or annually. The Grants Office will assist you with time and effort documentation processes and requirements. All time and effort records must be maintained and retained as documentation of grant expenses. A sample time and effort sheet is found in 10.1. A sample time and effort certification is found in 10.1a.

The timekeeping process may require multiple steps depending on the individual's employment status at the college and the source(s) of salary. General processes are outlined below for full-time college faculty and staff, part-time staff, student workers, and non-college faculty. The status of each grant employee and their timekeeping requirements will be discussed at the initial Grant Management Conference, or as grant staff are hired. Be sure to work with the Grants Office as questions arise.

5.2 College Faculty and Staff
Onboarding:
It is not unusual that active college faculty and/or staff will be assigned to work on a grant. Faculty members generally receive release-time from instruction to work on grant funded projects. The Request Form for Administrative Assignments is required for release time.

Staff may have all or part of their salary charged to a grant if their grant work takes place during normal working hours, or may receive additional compensation at their base rate to cover work performed outside normal working hours (such as after work or on weekends).

Timekeeping:
Full-time faculty and staff whose salary is charged 100% to the grant budget are not required to complete Time and Effort reports, but must provide a signed certification that 100% of their time was devoted to a particular or multiple grant projects (10.1a). Full-time faculty whose salary is funded through multiple sources – such as through both a college department and a grant, or through multiple grant projects – are required to complete Time and Effort reports (10.1), documenting hours worked on/the percentage of time allocated towards, and tasks completed for, the specific grant project, in compliance with funding agency and college regulations.

For example, a full-time faculty member whose salary is funded 20% by a grant and 80% by a college department is responsible for documenting activities carried out for the grant project during that 20% only. Full-time faculty and staff receiving extra service pay from the grant budget must also complete Time and Effort reports (10.1).

Staff who receive additional compensation at their base rate to cover work performed outside normal working hours (such as after work or on weekends) must provide a Time and Effort report to be compensated (10.1).

Payroll:
Faculty members generally receive release-time from instruction to work on grant funded projects. Although compensation may be directly covered by the grant, it is usually in the form of continuing pay, with adjunct faculty replacement costs charged to the grant.

The Payroll Department handles ALL compensation whether grant funding covers actual or replacement costs, and extra service pay. The Payroll Department records approved administrative reassignment compensation for faculty members providing advisement or evaluation services as specified in a written or verbal agreement. The grants office will direct which grant lines faculty and staff should be assigned to for payroll purposes. The time and effort reports must be maintained as part of the Project Directors book.

5.4 New Project Staff - Full-Time and Part-Time
Onboarding:
Occasionally new grant projects require recruitment of new staff. Standard search procedures are required and must be followed. The initial step is to speak with the grants office to determine staffing requirements written into the grant application and approved by the funding agency so the search process can begin.

For new full time positions, the Job Description (10.2a) and Job Requisition forms (10.2b) available online in the Human Resources department webpage must be completed to accurately reflect the functions of the position as described in the grant application. Approval/signatures from the Dean/ Director/Department Head, Executive Team Member, must be provided on the form, and budget approval/assignment from Grants is required. These

forms will be submitted to Human Resources, who will obtain the final approval of the College President and Board of Trustees before the job will be advertised.

For new part time positions, the Job Description form (10.2a) is required for documentation and advertising.

Positions must be approved at all levels and, ultimately, by the Board of Trustees for the candidate to be hired. Because the hiring process can take as long as 2-4 months for full time positions, project staff are generally hired by the college for multi-year grants, as opposed to single-year projects. Grant-funded project positions must be advertised as TEMPORARY, with clearly stated start and end dates that correspond with specifications in the approved grant contract.

Timekeeping:
Full-time staff hired for the purpose and duration of the grant project, and therefore whose salary is entirely grant-funded, are required to complete a time certification form (10.1a). Part-time grant-funded project staff are required to submit Time and Effort reports (10.1), detailing hours worked on the project and project activities as per funding agency and college guidelines.

Part-time employees should complete the Part-Time Employee Timesheet (see 10.1c) with hours worked, division/department and the required grant code, and the signature of their supervisor.

Payroll:
Compensation is through the Payroll Department, requiring W-4 and I-9 document processing for pay to commence.

5.5 Non-College Professional Services
External professionals are often brought on to deliver specified services such as project evaluation, provide a lecture/workshop, etc. Tasks are performed in accordance with a clearly written agreement developed by you and/or the grants office. Contracts/agreements include specific services to be rendered, starting and ending dates, deliverables to be provided, and payment schedule with benchmarks.

The cost and type of service will determine what process and documentation is required prior to the event or service.

5.5a External Evaluators
External evaluators are independent consultants hired to monitor and assess the project progress and other critical benchmark achievements in an unbiased fashion. The grant funder will determine if an evaluator is required for the project and will post the requirements as part of the grant request for proposal.

Depending on the anticipated cost for evaluation, evaluation contracts may need to be secured through a competitive bidding process through the Purchasing office. The grants office provides the specifications for the bid based on the grant scope and requirements. Once an evaluator is chosen, a contract for services is prepared and approved by the Board. At times, this may also require legal review.

A purchase requisition must be created in Colleague and processed/approved in order for payment of evaluation services to commence (see Requisition Training manual in the appendix). The Purchasing Department will issue a Purchase Order after which the vendor can submit an invoice for payment.

The invoice should have the person's name/company name, address, social security or taxpayer ID #, grant name, number of hours worked, total amount, summary of activities performed. Invoices must be approved by the Project Director and the grants office prior to submission to Accounts Payable for payment.

5.5b Practicing Professionals, Speakers, Presenters
BCC frequently works with external individuals or organizations to appear on campus to deliver presentations or present workshops. A short term engagement such as a lecture or workshop requires the vendor complete the Standard Performance Contract (10.3), the Vendor Information Questionnaire (10.3a), and the W-9 (10.3b). Invoices from the vendor are required for payment.

5.6 Subcontracts
Subcontracts outline agreed-upon services of grant partner organizations, developed by the Grants Office and Project Director. Agreements include specific services to be rendered, starting and ending dates, deliverables to be provided, and payment schedule with benchmarks. The final agreement is reviewed by the College's legal representative and approved by the Board and other appropriate authorities at BCC and the subcontracting agency. Subcontracts are often utilized when a grant has multiple partners. Invoices from subcontractors are required for payment.

5.7 In-kind Contributions by College Faculty and Staff
In-kind contributions often support grant project implementation or institutionalization (that is, extends the project beyond the funding period). Such efforts may initially be built into the grant proposal as institutional match or in-kind contributions, or they may just naturally emerge as a result of faculty and staff interest generated by the project's success. In either case, it is important to document the time and effort for reporting purposes.

5.3 Student Workers
Grants may utilize college enrolled students as peer mentors, tutors, or to perform a paid or unpaid internship.

Onboarding:
Standard hiring procedures will be followed, including W-4 and I-9 document processing.

Timekeeping:
Students are permitted to work a maximum of 20 hours per week pay period. The college's Student Timesheet (10.2c) must be completed for payroll purposes. No Time and Effort Report is required, as students are usually paid through one grant only.

Payroll:
Student timesheets must be submitted to payroll according to the published payroll calendar for each fiscal year.

5.8 Honoraria
It is not unusual that a one-time payment for a non-recurring service (for example, a speech to help fulfill one or more grant goals/objectives) is made through honoraria. This type of payment would be made for professional services when fees are not legally or traditionally required.

Generally, honoraria payments are not allowed to be charged to Federal funds unless a contract or grant specifically authorizes such payments. Your grant application would require approval fur such payment(s), and the grant budget would require a budget line for such a payment to be made. Payment of Honoraria is made by completion of the Standard Performance Contract (10.3), Vendor Information Questionnaire (10.3a) and the Payment Request Form (10.4).

5.9 Extra Service Pay
There are instances where faculty will be compensated for attendance at training events or workshops as part of faculty development. These are agreed upon situations where a Payment Request Form (10.4) is usually used for compensation.

6. PURCHASING

Grant funded programs typically allow for the purchase of goods and services to fulfill the goals and objectives of the grant. Expenditures are required to be allowable, reasonable, allocable, and necessary for grant fulfillment and progress. A responsible approach is required to ensure funds are wisely and legally spent.

The Purchasing Department is responsible for ensuring that the College complies with NJ State laws for procurement. When your budget account is activated, you may immediately begin the purchasing process for items proposed in your grant application. It is important that you work first with the Grants Office and then through the Purchasing Department for your procurement needs. Not following Purchasing Department guidelines may put the college at risk for violations of the law. It is possible that a supplier will not be paid if college purchasing procedures or public purchasing law is violated.

Suppliers are not permitted to perform services or deliver materials until the appropriate documents are in place, and a purchase order has been issued. All new vendors must complete a Vendor Information Questionnaire (10.3a) and W-9 (10.3b) as well as Pay to Play documentation prior to award of a purchase order. Vendor contracts require legal review prior to signature. In this instance, these forms are provided to the vendor by the Purchasing Department.

Remember that project time is limited and all funds must be expended by a certain date before the end of the project, or by the conclusion of the project. On some occasions, a no-cost extension may be granted in order to accomplish incomplete activities.

6.1. Purchasing Guidelines
You will need authorization to access the Colleague requisition screen to be able to enter requisitions. A Requisition Training manual is available as Appendix C. The following current guidelines apply to purchasing:
- Purchases exceeding $5295 will require a NJ Business Registration Certificate from the vendor prior to purchase order award. Applies to yearly total per vendor.
- Purchases between $7060 and below $17,500 require competitive quotations. Purchasing personnel will obtain quotations based on the specification provided in the requisition.
- Purchases exceeding $17,500 require Board of Trustee approval prior to award and must be supported by one of the following:
    - Request for Proposal (RFP) – Generally for Professional services and other bid exempt goods and services. Based on a "fair and open" procurement process (Award is conditioned on price and other criteria)
    - Formal bid ("fair and open" procurement process, advertised in the newspaper, publically opened and announced, and awarded to the lowest responsible bidder)
    - State or County Contract

- Pay to Play (P2P) applies to non-"fair and open" awards. It requires the public entity to obtain paperwork related to the vendor's political contributions. Certain contributions may ban the award of the contract. P2P applies to yearly aggregate totals per vendor exceeding $17,500.
- Bid threshold is $35,300

Emergency purchases when purchasing staff are not available MAY be permissible. However, a requisition must be entered into the Colleague system the following workday. NOTE: County College Purchasing Law defines an emergency as a circumstance that affects "the health, safety, or welfare of occupants of college property". There may be other documentation required if the procurement exceeds the Pay-to-Play threshold.

The Accounts Payable Department keeps purchasing informed of any issues that may arise related to processing of Payment Requests and invoices received without a purchase order or invoices received that pre-date the issuance of a purchase order.

For the purposes of federally funded purchases, equipment is defined as any single item costing $5000 or more. Supplies are defined as items costing less than $5000. Other funders may have other limitations of which you may need to be aware.

Feel free to contact Barbara Golden or any other member of the Purchasing Staff if there are concerns or questions related to your procurement needs.

6.2 Equipment Purchases
Because the process to purchase equipment can be time-consuming, we recommend you begin to purchase equipment as soon as possible following the award of the grant using these procedures and guidelines:
- You are responsible for creating a requisition in COLLEAGUE that is a clear and concise specification or statement of work, so that your requirements can be communicated to the supplier.
- To facilitate the purchasing process, you should possess manufacturer, vendor, product, and cost information before creating a requisition. You may meet with the Purchasing Department prior to creating a requisition to review and finalize materials and equipment specifications. See the Requisition Training manual in Appendix C for instructions.
- Product specifications should be obtained from vendors on their letterhead to ensure the most current and accurate price as well as important details such as shipping and delivery costs.
- Shipping costs must be included as part of a requisition and becomes a separate line item in the requisition.
- Grant funders do not always allow for inclusion of extended warranties. Please check with the grants office and/or purchasing before including the cost of a warranty.

NOTE: All IT-related expenditures, including grant-funded initiatives, must be generated and approved by IT. All planned technology purchases must integrate seamlessly with the current

environment, must be supported by the IT Department, and must be complemented with a replacement or maintenance plan. Email all your requests for IT purchases (software, hardware, peripherals) to the Service Desk before you create a purchase requisition.

Because purchasing is a multi-stage and multi-person operation, it is critical that you oversee the various parts of the approval process to ensure successful, timely completion of purchases. Keep in mind:

- The Grants Office will need to approve grant related requisitions once created.
- Follow up, if necessary, with those who need to approve the requisition. If approvals are not given, the requisitioning process does not proceed and the purchase is not made.
- Delivery of equipment and furniture can take up to 8 weeks or longer.
- The Purchasing Department does not expedite orders.
- The College Fiscal Year is July 1 through June 30. Therefore, in order to be charged to a current College fiscal year budget, all your purchases must be made, received and paid for before June 30 (i.e., cash basis).
- Goods and services received or paid for after June 30 will be charged to the next fiscal year budget starting July 1.

Following notification of delivery of purchases, Accounts Payable will send an invoice to the authorized COLLEAGUE person on your staff. You should sign immediately, obtain any other necessary signatures, and return to Accounts Payable. The Grants Office should sign/initial all invoices so accurate records of items purchased through grant funds can be maintained.

6.3 Supply Purchases
Supplies for grants fall into a number of categories. Supplies can include office supplies, instructional supplies, and supplies used for workshops and symposiums. Care should be taken in the purchase of supplies to minimize the expense to the funding agency and tax payer.

W.B. Mason is our current supplier for all office supplies. Requisitions for items not carried in the BCC supply room must be created to purchase any W. B. Mason item.

Instructional materials such as books can be purchased through the bookstore or other means. Price comparison with other vendors can save funds when purchasing books. Your grant will provide information regarding whether books are a permissible expense.

Most funding agencies do not allow grant funds to purchase food and beverages except under specific circumstances, such as for recruitment events or meetings where grant information is exchanged. In addition, grant funds usually cannot be used for the purchase of promotional items, t-shirts and giveaways, unless the grant specifically states these items are allowable. Please ask the grants office for assistance BEFORE purchasing food, promotional items, or items that are not clearly defined in your grant as allowable.

6.4 Maintaining and Installing Supplies, Instrumentation and Equipment

If you included major equipment in the grant, we no doubt consulted with appropriate departments for installation needs and requirements. Now that you're funded, however, you must follow up with respective offices (Campus Planning, Physical Plant, and or OIT, as appropriate) as soon as possible to arrange for needed services. Additional considerations:

- Personnel making campus deliveries must check in with Public Safety before bringing their materials to the College's Shipping Office. Smaller items will be brought to your office by the Mailroom.
- You will be notified if an item is too large for mailroom delivery, and you can submit a "Physical Plant Work Order Request" for delivery.
- Should it be necessary for an outside vendor to deliver something directly to your office, Public Safety will issue a signed and dated pass to the vendor. If outside delivery personnel appear in your office without this pass, contact Public Safety immediately (ext. 9200, 7116, or speed dial 6).
- Extended warranties are not always a permitted expense by the grant funder. Check with the grants office before purchasing extended warranties.

7. TRAVEL

Travel and reimbursement requests are required by school and grant policy. All travel must be pre-approved for liability purposes, and to ensure the funds are available to support the travel. The forms required for travel approval differ for in-state and out of state travel. The current BCC Travel Policy can be found in Appendix B. In addition, a Travel Checklist has been included as 10.10 to ensure you are providing all required forms and information.

7.1 Guidelines for In-State Travel

In-state travel requires approval in advance using two forms: the Off Campus Participation form (10.5) and the Pre-Travel Summary form (10.6). Off-Campus Participation requests must be submitted at least 2 weeks (10 working days) before the event. Only one form is to be submitted for each trip. Hotel accommodations will not be reimbursed for in-state travel. Submit all Approved Travel requests to Accounts Payable prior to any cost being incurred.

7.1a Use of a personal vehicle

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustee at the time of the travel. Mileage policy follows:

- Reimbursable mileage represents miles incurred for business purposes in excess of the normal commuting miles from an employee's residence to their regular location at the College. Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to destination and back if shorter than from the College.
- MapQuest or Google report is required for mileage verification.
- Receipts or EZ Pass statement required for toll reimbursement.

7.2 Guidelines for Out-of-State Travel

The appropriate Vice President and the grants office must pre-approve your travel and assign a budget code. Out of state travel requires approval in advance using two forms: Request for Travel Authorization form (10.7) and the Pre-Travel Summary form (10.6). Out of state travel requests must be submitted at least 2 weeks (10 working days) before the event. Only one form is to be submitted for each trip.

If multiple funding sources are used (e.g. Perkins, Department Operating Budget, Faculty Development) each budget code must be listed with amount approved. You may choose to make your own travel arrangements or call Direct Travel at 201-847-2000 who will do so on your behalf. Submit all Approved Travel requests to Accounts Payable prior to any cost being incurred. If you pre-pay for registration, hotel, or airfare from your personal funds, you may be entitled to reimbursement prior to your travel. You will need to fill out a Payment Request form (10.4) and provide all appropriate expenditure backup.

7.3 Guidelines for Reimbursement

For out of state travel, the following currently applies:

- For out of state travel by personal car, see mileage reimbursement under 7.1a above and the current BCC Travel Policy found in Appendix B.
- Meal allowance: $80.00 per day. Receipts are required for reimbursement. Only meals for the authorized traveler will be reimbursed.
- Hotel (per day maximum): $150.00 or at the published Conference rate. Itemized bill is required for reimbursement.
- Gratuities (per trip maximum for luggage handling, parking etc.): $10.00 per trip.
- Travel to and from Public Carrier: $150.00 for the entire trip. Receipts are required.
- Tolls: Receipts or EZ Pass statement required for reimbursement.

Travel reimbursement requests for both in-state and out of state travel must be approved and submitted on the Travel Reimbursement Request form (10.8) to Accounts Payable Office within 30 days of your return to Campus. This also applies to travel between BCC locations.

Following the trip, both the Travel Reimbursement Request form (10.8) and the Trip Report form (10.9) MUST be submitted, in compliance with funding agency guidelines. The Travel Reimbursement Request form must be accompanied by RECEIPTS of specific expenditures for full reimbursement. Credit card statements, bank statements, etc. are not permissible.

The Trip Report should be a brief, but thoughtful reflection on the benefits of the event you attended.

8. PROJECT REPORTING AND MONITORING

Your grant contract specifies fiscal and narrative reporting requirements. Most contracts require interim/quarterly as well as end of year program narratives and fiscal reports. Reports must be reviewed and are generally submitted by the Grants Office.

An excellent vehicle for discussing and reviewing grant progress, upcoming reports, and closeout procedures is the grant management conference which should occur a minimum of once each semester. Attendees should include the Project Director, Grants Office staff, and possibly your Department Head and Dean.

8.1 Program Narrative Reports
Submit this report, which outlines your work done for the project in an agency-designated time period, to the Grants Office a minimum of five (5) working days prior to the due date. Follow directions when preparing your program report, reviewing the guidelines/contract to make sure you address every goal, objective, and activity you specified in the proposal. If there were unanticipated changes or goals were not fully attained, exceptions to the plan must be clearly explained. The funding agency may also have specific questions to be answered in the report. These too must be fully addressed.

8.2 Program Fiscal Reports
You must work with the Grants Office to ensure that all funding agency requirements are met, the budget report is reconciled with the Grant Accountant's, and that necessary signatures are obtained for any fiscal reports. The Grants Accountant must approve and initial all fiscal reports.

Fiscal reports come in a number of formats as required by the funder. They generally consist of a spreadsheet displaying the approved budget alongside the expended budget. Difficulties can sometimes arise when attempting to reconcile the differences between the funding agency budget categories and the college budget line items. You may need to review notes you made in the budget activation process to ensure college budget categories are properly re-coded for consistency with the agency's approved budget lines.

Remember that fiscal reports will likely require the approvals and signatures of the Chief Financial Officer and the President. It is essential that you:

- Prepare fiscal reports on the funding agency's reporting forms.
- Base your expenditure reports on the most current Budget Detail supplied by the Grants Office or Grants Accountant. Request this printout at least two weeks before the report is due. In addition, plan to give the Grants Accountant a minimum of 5 working days to approve the report.
- Be aware that most agencies will accept encumbrances in an interim fiscal report. However, our institution operates on a cash basis. To provide an accurate picture of interim project fiscal activity, therefore, it may be necessary to provide a budget

narrative to include encumbered funds. This is not usually an issue with final reports as they are generally due 30 – 90 days after the project concludes and funds are expended.

- Final fiscal reports may require completion of an Equipment/Software Inventory Form, as well as other grant specific closeout documentation. The college Inventory Control Office will tag and record the location of all items costing $300.00 or more. Contact the Office to obtain an Inventory Report for your project a minimum of five (5) days in advance of your report due date.

8.3 Monitoring

The funding agency may choose to monitor your project. A monitoring visit ensures the funder that the grant is meeting goals and objectives according to your contract, and that responsible fiscal spending and documentation is being achieved. If you are notified the grant will be monitored, the grants office will work with you to gather the information required for a successful outcome.

9. CLOSEOUT AND AUDIT

For all grants, unless otherwise specified by the funding agency, expenditures must be completed within the period of performance (time frame) of the grant project. Some grant projects allow for extensions while others do not. For other requirements, consult your grant project contract.

The Grants Office affords an opportunity to review project accomplishments, identify ways to strengthen the grants management process, and initiate next-steps for project continuation. Specifically, we will:
- Review accomplishments and benefits of the project and assist in report writing and submission
- Assess the value of Grants Office services
- Identify policies, procedures, or services that facilitate or impede effective grant project operations
- Review and finalize any remaining outstanding issues
- Ensure availability of materials and resources for an audit, if required
- Determine next-steps for institutionalizing effective project elements or for continuing the project

9.1 Project Closeout
Project closeout involves making sure that all grant requirements you described in the contract have been met. Throughout your project effort, but especially two to three months prior to the project end date, you should review your progress to ensure that all contracted activities were or are being conducted, that project goals and objectives are attained or on target for completion. By the conclusion of the project you will also need to be sure that:
- All supply, material, and equipment purchases are completed (received, installed, and paid for)
- All project staff effort is documented and all staff are paid
- Formal project evaluation is completed
- Institutional match and in-kind contributions are completed and documented
- Fiscal report is completed, certified by Grants Accountant, and delivered to the Grants Office a minimum of five (5) days prior to the due date
- Equipment and Software Inventory is completed and certified
- All program reports are completed and reviewed/approved at appropriate levels, and provided to the Grants Office a minimum of five (5) days prior to due date
- Your project control book is up to date

9.2 Audits
Each year, auditors are required to perform an audit of the entire organization. Grants are selected to be audited depending on the dollar amount of grant funds received. Therefore, your project may be audited and you must be prepared to provide documentation of all requested items. In addition, the funder may choose to audit a project after the project is closed out.

10. USEFUL FORMS

There are a number of commonly used forms required by BCC for various purposes. The forms previously mentioned in this document are provided here. Please note that Travel Requisition and Travel Reimbursement forms are three part forms.

10.1: Time and Effort Sheet

Bergen Community College

GRANT PROJECT PERSONNEL
Time and Effort Certification Report

NAME: _____ Title/Position: _____ Project: _____

Funding Source: _____ Award #: _____ Employee #: _____

Reporting Period: July 1 – September 30, _____   October 1 – December 31, _____   January 1 – March 31, _____   April 1 – June 30, _____

PROJECT WORK SCHEDULE
Please use as much space as necessary to describe your activities

TIME PERIOD	PERCENT OF TIME OR NUMBER OF CREDITS	NUMBER OF HOURS	ACTIVITIES

_____ _____   _____ _____
Project Personnel Signature   Date   Project Director Signature   Date

_____ _____
Director of Grants Signature   Date

10.1a Time and Effort Certification

Grant Project Personnel
Time and Effort Certification Report

Name: _____

Office: _____

Grant Project Title/Job Title: _____

Fiscal Year: _____

Reporting Period: _____ through _____

I hereby certify that I spent 100% of my time working on the _____
grant during the time period indicated above

_____   _____

Employee Signature   *Date*

_____   _____

Project Director Signature   *Date*

_____   _____

Dean/Vice President Signature   *Date*

10.1b: Daily Attendance Record

Bergen
COMMUNITY COLLEGE

Daily Attendance Record

Month: _____   Year: _____

Project Title: _____

Employee Name: _____   Social Security Number: _____

Job Title: _____

Date	Hours	Activity

Total Hours _____

I certify that to the best of my knowledge the above information is accurate.

Employee Signature _____   Date: _____

Project Director Signature _____   Date: _____

Director of Grants Signature _____   Date: _____

10.1c: Part time Employee Time Sheet

Bergen

PART-TIME EMPLOYEE TIMESHEETS

TOTAL HOURS: _____

Name: _____   Division/Department: _____

Date: _____   Division/Department Code: _____

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
						TOTAL HOURS WORKED/WEEK:		

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
						TOTAL HOURS WORKED/WEEK:		

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
						TOTAL HOURS WORKED/WEEK:		

EMPLOYEE'S SIGNATURE:
I hereby certify that the time and all other information on this form is complete and accurate.

Name: _____   Date: _____

SUPERVISOR'S APPROVAL SIGNATURE:
I hereby certify to the best of my knowledge that the time and all other information recorded on this form is complete and accurate.

Name: _____   Date: _____

Revised 4/2013

10.2a: Job Description Form

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION (Individual Contributor)

TITLE:

DEPARTMENT:

FUNCTION:

REPORTS TO:

SUPERVISES:

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1.
2. Performs additional tasks or duties as assigned by the XXX or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software. Exhibits strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education:

Experience:

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____
                        Name/Title

10.2b: Job Requisition Form

BERGEN COMMUNITY COLLEGE JOB REQUISITION FORM
Department of Human Resources

Please print or type all information and attach the current job description

Job Classification Title/ Functional Title	Bargaining Unit (if applicable)	Division	Department
Salary	**Schedule (Hours of Work)**	**Location (Room/Building)**	**Supervisor**

Type of Position ☐Full-Time	Position eligible for the following ☐Shift Differential ☐Overtime	**Budgeted** ☐Yes ☐No ☐Replacement for: _____ Term date: _____ ☐New Position Budget Code Approval_____

POSITION OVERVIEW (Attach current job description)

I. **POSITION PURPOSE:** Briefly state the primary purpose of this position.

II. **POSITION DESCRIPTION:** Briefly state the primary duties and responsibilities of this position.

III. **SPECIAL SKILLS:**
List the specialized clerical, administrative, technical, or managerial skills needed to perform this position.

IV. **PHYSICAL REQUIREMENTS:** List the minimum physical requirements or manual labor skills for this position i.e. lifting, etc.

V. **ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS:** List any education, formal training, knowledge, skills, abilities, and other characteristics which are desired for this position.

Do current or previous incumbents possess these qualifications and skills? If no, please describe the reason for these requirements when hiring for this position.

APPROVALS	FOR HUMAN RESOURCES USE ONLY
Dean/Director/Department Head Date	Start date _____
Executive Team Member Date	New employee _____
Budget Approval Date	
Director, Human Resources Date	
President Date	

Rev. 9/17

10.2c: Student Timesheet

10.3: Standard Performance Contracts

Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652
STANDARD PERFORMANCE CONTRACT

Bergen Community College, a not for profit educational institution, organized and existing under and by virtue of the laws of the State of New Jersey and the undersigned Performer mutually agree to contract for the personal services of the performer and agree as follows:

Name of Performer: _____

Type of Performance: _____

Date of Performance: _____

Time of Performance: Arrival: _____   Start Time: _____   End Time: _____

Location of Performance: _____ Approx. Length of Performance: _____

Event Sponsor: _____ Purpose of event: _____

The performer will report to the following contact person 48 hours prior to the performance regarding arrival time and method. Contact will also function as host to the artist and be available on the day of performance:
Name: _____ Title: _____ Email: _____
Contact Phone #: _____

The agreed price of $_____ (US) is payable by Bergen Community College check only.

Performer/Agent must complete the following:

Check payable to: _____   SSN # or Federal Tax ID #: _____

Permanent Mailing Address: _____

Telephone (Performer or Agent): _____

Additional Technical Requirements:
Sound/Lighting: _____ Special Equipment (stage, tables/chairs): _____
Special Assistance with set-up or show: _____ Rehearsal Time: _____

The parties acknowledge that this Agreement shall be construed in accordance with the laws of the State of New Jersey, without regard to choice of law principles, and the policies and regulations of Bergen Community College. The Performer hereby consents to the jurisdiction of the Superior Court of New Jersey, County of Bergen, or the United States District Court, District of New Jersey, as sole venue for any causes of action brought under this Agreement.

Agreed and Accepted by: Agreed and Accepted by:

_____   _____
Purchaser: Bergen Community College   Performer or Authorized Agent

_____   _____
Date   Date

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10.3a: Vendor Information Questionnaire

BERGEN COMMUNITY COLLEGE
Purchasing Department
400 Paramus Road
Paramus, NJ 07652
Telephone 201-447-7112   Fax 201-447-7850
VENDOR INFORMATION QUESTIONNAIRE
Please complete this form and return it to the address above or via fax at 201-447-7850.

VENDOR NAME			REMIT TO		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
TELEPHONE NUMBER			FAX NUMBER		
CONTACT PERSON AND TITLE			EMAIL ADDRESS WHERE PURCHASE ORDERS CAN BE SENT		

FEDERAL EMPLOYER IDENTIFICATION NUMBER
PLEASE ATTACH A COPY OF YOUR W-9 FORM

ORGANIZATION TYPE
☐ CORPORATION   ☐ PARTNERSHIP/LLP/LLC   ☐ INDIVIDUAL/SOLE PROPRIETOR   ☐ NON PROFIT

Your response below is strictly optional.

<u>CHECK ALL THAT APPLY</u>

☐**MINORITY BUSINESS ENTERPRISE (MBE) (At least 51% minority owned)**
Classification
☐African American ☐Asian American ☐Hispanic American ☐Multiple Ethnicities ☐Native American ☐Unspecified

☐**WOMEN BUSINESS ENTERPRISE (WBE) (At least 51% woman owned)**
Classification
☐African American ☐Asian American ☐Caucasian American ☐Hispanic American ☐Multiple Ethnicities
☐Native American ☐Unspecified

☐**SMALL BUSINESS (SBE)** (businesses that have no more than 100 full time employees and are incorporated or registered to do business In New Jersey)
GOODS & SERVICES WITH GROSS ANNUAL REVENUES:
☐**Category I** – Not exceeding $500,000   ☐**Category II** – Not exceeding $5,000,000   ☐**Category III** – Not exceeding $12,000,000
CONSTRUCTION SERVICES WITH GROSS ANNUAL REVENUES:
☐**Category IV** – Not exceeding $1,000,000   ☐**Category V** – Not exceeding revenue standard as set by 13 CFR 121.

Is your organization certified with the State of New Jersey as an MBE, WBE or SBE?   ☐ YES   ☐NO
(If yes, please attach a copy of your certification)

INFORMATION FURNISHED BY	TITLE
SIGNATURE	DATE

rev. 8/2013

10.3b: W-9 Form

Form **W-9** (Rev. August 2013) Department of the Treasury Internal Revenue Service	**Request for Taxpayer Identification Number and Certification**	Give Form to the requester. Do not send to the IRS.

Print or type — See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here   Signature of U.S. person ▶   Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X   Form **W-9** (Rev. 8-2013)

10.4: Payment Request Form

Payment Request Form

Bergen Community College
400 Paramus Road
Paramus, NJ 07652-1595
201-447-7103

Print Form

Date _____

Vendor # _____

PAYEE

Name _____

Address _____

City _____   State ___   Zip Code _____

Country _____

SS#/ Federal ID# _____

DESCRIPTION / DETAIL	AMOUNT ($)
TOTAL	

Verified documentation and arithmetical accuracy (Initial Here ----->)

BUDGET CODE	AMOUNT ($)	APPROVALS
		Division/ Department Head
		Cabinet Officer
		Accounting

10.5: Off-Campus Participation Form

BERGEN COMMUNITY COLLEGE
OFF-CAMPUS PARTICIPATION

Name: _____ Date: _____

Name of Event (Conferences, Meeting, etc. Include role: guest speaker, panelist, discussion leader, etc.)

_____

_____

(Institution or Place)   (Address)

Date of Event _____

(Day of Week)   (Date)

Purpose of the _____

_____

Means of Transportation: ☐ Automobile   ☐ Airplane

☐ Public Transportation   ☐ Other:

Starting Point: Time of Leaving:

Returning Point: Time of Return:

TOTAL Amount of Expenses to be incurred (no advance
requested) (include registration fee, transportation, etc.)

TOTAL $_____

Signature of Attendee: _____

Approved by Appropriate Dean or
Academic Vice President/President: _____

NOTE: Complete the form first, and only use the Application for
Travel and Expense Authorization if expenses will exceed $50.00

10.6: Pre-Travel Summary Form

Bergen
COMMUNITY COLLEGE

Pre-Travel Summary

(NOTE: Must accompany Off-Campus Participation Forms
and Requests for Travel Authorization)

Today's Date:

Name of Event:

Event Date:

Location of Event:

Purpose of Event:

Attendee(s):

Estimated Total Cost:

10.7: Request for Travel Authorization Form

BERGEN COMMUNITY COLLEGE
Request for Travel Authorization

Name: _____   Departing _____ _____ a.m./p.m.
                                     (Date/Time)

ID Number: _____ Returning _____ _____ a.m./p.m.
                                      (Date/Time)

Department: _____

Travel Destination and Purpose: _____

_____

Estimate of Total Expenses to be Incurred:

	Estimated Cost (A)	Expenses Paid Directly by BCC
Transporation	_____	_____
Registration Fee	_____	_____
Meals	_____	
Hotel no. _____ days @ _____ (Rate)	_____	_____
Mileage and Tolls	_____	
Other a)	_____	
b)	_____	
c)	_____	
TOTAL	$ _____	$ _____

Budget Code: _____

_____
Signature of Traveler

Budget Code: _____

_____
Date of Request

A) ( ) Travel approved for a sum
         not to exceed $ _____

_____
Dean/Dept./Division Head

( ) Travel Disapproved

_____
Vice President

_____
President

Accounting Only	
Check #	Date

WHITE: Accounts Payable   YELLOW: Division   PINK: Traveler

10.8: Travel Reimbursement Request Form

BERGEN COMMUNITY COLLEGE
TRAVEL REIMBURSEMENT REQUEST

NAME: _____ I.D. NUMBER: _____

DEPARTMENT/DIVISION: _____ DEPARTURE: (Date/Time) _____ RETURN: (Date/Time) _____

EXPENSES	DATES - ENTER ONE DATE PER COLUMN							TOTAL
DATE								
TRAVEL: # of miles								
Mileage $ amount								
Parking (1)								
Tolls (1)								
Airfare/Train (1)								
MEALS: (1)								
Breakfast (1)								
Lunch (1)								
Dinner (1)								
HOTEL: (1)								
Telephone: (1)								
Gratuities: (1)								
Registration Fees: (1)								
Guest Meals: (1)								

(1) Read Board Policy for required documentation.

Travel Destination & Purpose	**Approvals (as Required)**	**Date**		
_____	_____ _____	Total Expense Incurred	$
	Employee	Deduct Pre Paid	$
_____		Balance Due Employee	$
_____	_____ _____	Balance Due College	$
	Dean/Dept/Division Head	**Budget Codes**	
_____	_____ _____	1. _____	
	Vice President	2. _____	
_____	_____ _____	3. _____	
	President		

WHITE: Accounts Payable   YELLOW: Division   PINK: Traveler

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10.9: Trip Report Form

Bergen
COMMUNITY COLLEGE

Trip Report

(NOTE: Must accompany Travel Reimbursement Request)

Name: Today's Date:

Date(s) of Travel:

Business Purpose:

Sessions Attended or Presented:

Key Lessons Learned:

Information Being Brought Back:

How Information Might Be Shared:

10.10: Travel Checklists

IN-STATE TRAVEL CHECKLIST

PRE-TRIP (at least 2 weeks or 10 business days before the event):
☐ Off-Campus Participation Form, with approval from your supervisor
☐ Pre-Travel Summary Form

POST-TRIP (within 30 days of return to campus):
☐ Trip Report
☐ Travel Reimbursement Request, accompanied by:
    ☐ MapQuest or Google report for mileage verification
    ☐ Receipts or EZ Pass statement for toll reimbursement

OUT-OF-STATE TRAVEL CHECKLIST

PRE-TRIP (at least 2 weeks or 10 business days before the event):
☐ Request for Travel Authorization, with approval from your supervisor and Department Dean
☐ Pre-Travel Summary

POST-TRIP (within 30 days of return to campus):
☐ Trip Report
☐ Travel Reimbursement Request, accompanied by:
    ☐ MapQuest or Google report for mileage verification (if traveling by personal car)
    ☐ Receipts or EZ Pass statement for toll reimbursement (if traveling by personal car)
    ☐ Receipts for meal reimbursement
    ☐ Itemized bill for hotel reimbursement
    ☐ Receipts for travel to and from Public Carrier

APPENDIX A
Compliance & Closeout Resources

OMB Uniform Guidance: **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

 https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html

Grant Award Notification (GAN). This is your grant award document that includes terms and conditions specific to your grant award.

EDGAR. Education Department General Administrative Regulations:
http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

Grant Recipient's Manual for Discretionary Grants. New Jersey Dept. of Education:
https://www.nj.gov/education/grants/discretionary/management/

National Science Foundation Grant Policy Manual. Basic policies & procedures from award issuance through closeout: http://www.nsf.gov/pubs/manuals/gpm05_131/gpm3.jsp

Travel & Per Diem Rates: U.S. General Services Administration. U.S. Government-wide Policy Per Diem Rates http://www.gsa.gov/portal/content/104877

Code of Federal Regulations:
https://www.ecfr.gov/cgi-bin/ECFR?page=browse

Appendix B
BCC Travel Policy

Bergen Community College
Board of Trustees
Section (C) Audit/Finance/Legal

Policy # C-111

Effective Date: November 1, 2017

Responsible Official: Executive Director of Finance

Travel, Mileage, and other Reimbursable Expenses for College Personnel

---

Reason for Policy: To update and supersede all previous travel policies.

Entities Affected by this Policy: Faculty and Staff

Policy Statement:

This policy covers all College employees. Any person seeking reimbursement under this policy shall obtain from his/her supervisor, prior approval for any item or expense for which reimbursement is sought.

Travel requires approval from the appropriate Executive Team member in advance using the *Request for Travel Authorization* form whenever expenses over $100.00 are incurred or the trip involves an overnight stay.

The President **must approve requests for and reimbursement of international travel**.

Travelers are expected to use the most economical mode of transportation where practical. Travel arrangements may be made through the College designated travel agent or by the employee him/herself. If there is a discrepancy in cost, the College will reimburse the employee for the lower cost of travel.

All Travel reimbursements must include a brief report explicitly stating the purpose, sessions attended or presented, any key lessons learned, information being brought back to the Institution and how this information might be shared.

Any employee of Bergen Community College who meets with any other individual related to the business activities of Bergen Community College and who wishes to be reimbursed by the College for any expenditures made by that employee for the meal of the person with whom the employee has met, must use prudence in such expenditure, otherwise, reimbursement may be denied.

No reimbursement shall be given for any expenditure by a College employee for any alcoholic beverage.

Expenses such as cleaning, pressing of clothing, laundry, etc., will not be reimbursed.

The cost of special activities associated with a conference, e.g., tours, recreation fees, etc., will not be reimbursed by the College.

The cost of viewing in-room movies will not be reimbursable.

A monthly travel expense report will be prepared for the Audit and Finance Committee of the Board of Trustees by the Accounting Department.

Reimbursement allowances are as follows:

- The mileage allowance is in accordance with the annual IRS rate, effective upon approval by the Board of Trustees.
- Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to the destination and back if shorter than from the College.
- MapQuest or Google Maps is required for mileage verification.
- Meal allowance: $80.00 per day, receipts required
- Hotel (per day maximum): $175.00 or at the published conference rate (An itemized bill is required for reimbursement.)
- Gratuities (per trip for luggage handling, parking etc.): $10.00
- Travel to and from public carrier: $150.00 for the entire trip, receipt required
- Tolls: receipts or EZ Pass statement required

If shuttle service is available for round trip travel, the shuttle should be used.

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustees at the time the employee travels. Reimbursable mileage refers to miles incurred for business purposes in

excess of the normal commuting miles from an employee's residence to their regular location at the College.

Insurance

A. The automobile insurance liability policy of the employee using his/her personal vehicle on official College business will be the primary insurance in case of accident and resulting suits. If the suit exceeds the amount of the employee's automobile coverage, then the College and its insurance carrier will be responsible for such excess.

B. Whenever an employee is on an official trip representing the College, he/she is considered an employee during the entire period of the trip and maintains the benefits afforded by the College insurance, including worker's compensation.

The following mileage schedule represents one-way distances between college sites and should be used when submitting travel documents for reimbursement:

Paramus to Lyndhurst	13.7 miles
Paramus to Hackensack	7.5 miles
Paramus to Fort Lee	12.1 miles
Paramus to Mahwah	13.8 miles
Paramus to Englewood	10.4 miles
Lyndhurst to Hackensack	7.8 miles
Lyndhurst to Fort Lee	12.6 miles
Lyndhurst to Mahwah	22.4 miles
Lyndhurst to Englewood	12.3 miles
Hackensack to Fort Lee	7.2 miles
Hackensack to Mahwah	17.2 miles
Hackensack to Englewood	4.9 miles
Fort Lee to Mahwah	21.0 miles
Fort Lee to Englewood	4.8 miles

Procedures:

1. The **Request for Travel Authorization** form (for expenses over $100.00) must be submitted to Accounts Payable prior to any cost being incurred. Only one form is to be submitted for each trip. If multiple funding sources are used (e.g. Perkins, Department Operating Budget, Faculty Development) each budget code must be listed with the amount approved.

2. All requests for reimbursement related to travel and other reimbursable expenses, including those for travel between Bergen Community College locations, must be submitted to Accounting within 30 days of a return to campus. Original receipts must accompany the requests.

Related Documents/Policies:

Board of Trustees Travel Policy

Policy History: (adopted/amended)

Adopted: 2/1/95
Resolution: P15
Updated: 11/1/17
Amended: 4/5/06, 12/5/07, 2/6/08,

10.9.2017

Appendix C

Colleague User Guide

Ellucian Colleague

Purchase Requisition Training

D R A F T

Contents
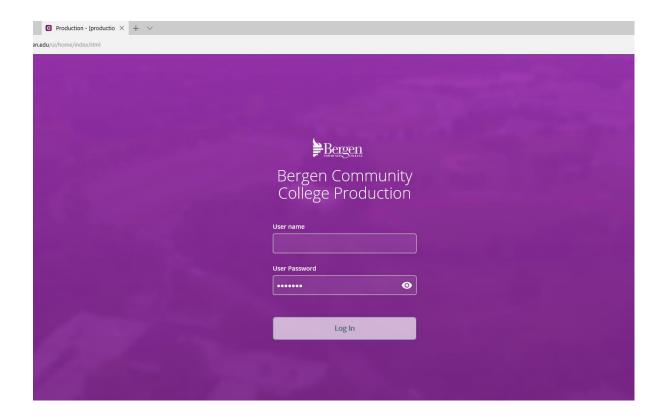
Colleague Purchase Requisition Training

Login to Colleague:
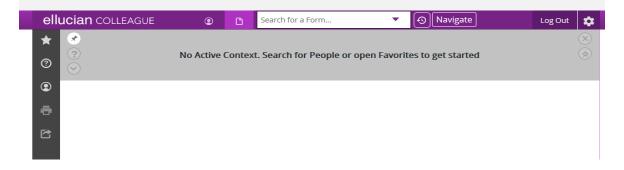
The Colleague user interface (UI) is accessed through your internet browser. UI 5x, the most current version, is best accessed via Firefox or Chrome using this link:
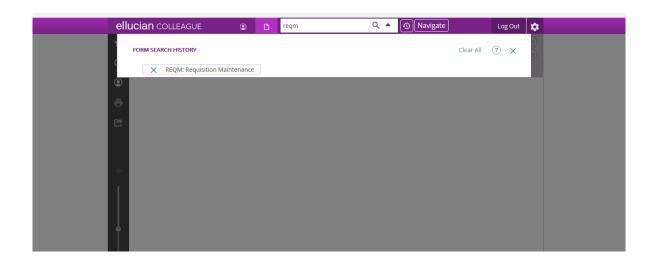
https://ui5.bergen.edu/ui/home/index.html

The link leads to the following login screen, where you will enter your college issued user ID and password, and click Log In.
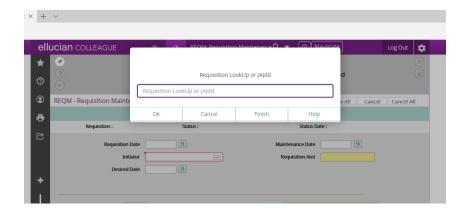
After logging in, Colleague takes you to the main screen seen below. In the "Search for a Form" field at the top of the screen, type in "REQM" and hit the enter key.
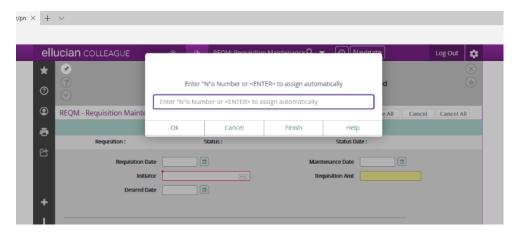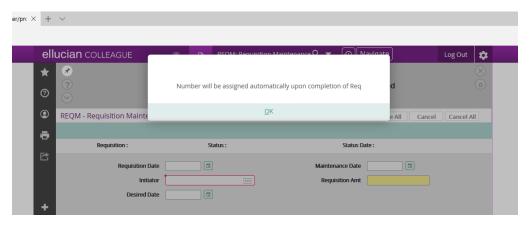
The Requisition Maintenance Screen will open and you will be asked to Lookup or Add a requisition. Type in "A" to add a new requisition.
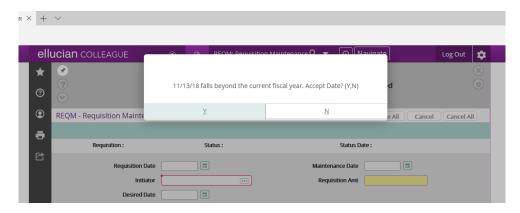
Colleague responds with the following screen. Press ENTER so that Colleague assigns the number automatically. Do not enter "N".
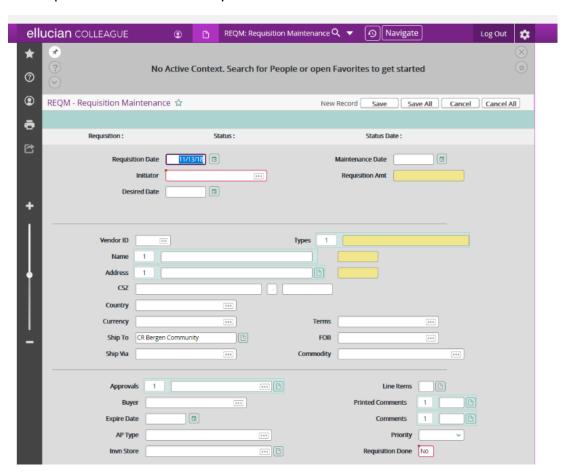
Colleague confirms that the requisition number will be assigned automatically upon completion of the requisition. Click OK.

After June 30 every year, the following screen may appear. Check "Y" to continue.

The requisition form is now ready to be filled out.
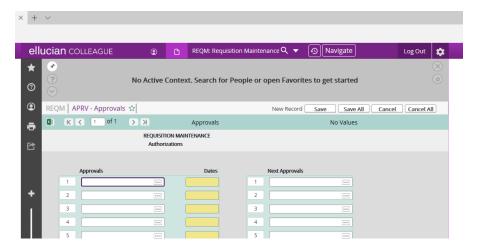
Complete the following fields, starting at the top left of the REQM screen. After completing each field, press ENTER:
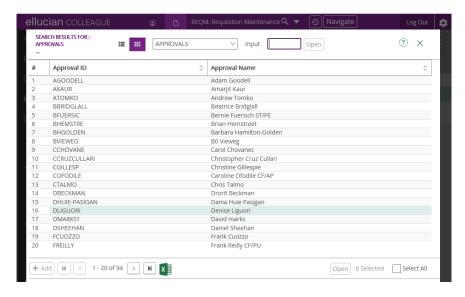
- Requisition Date: Colleague completes this field with today's date. Press ENTER.
- Initiator: Enter your last name and press ENTER. Select your name from the resolution list and press ENTER.
- Desired Date (optional field): Type in a date or click on the next field to continue.
- Vendor: Type in the complete name of the vendor (if known) to check if it is on the vendor file, and contact information. Complete the Name, Address and CSZ (city, state, zip) fields. After completing each field, press ENTER.

Next, click on the Approvals field detail icon to continue.

The following screen appears:

To populate the approvals required, under "Next Approvals", enter three dots … and hit enter to get a list of people able to approve requisitions. Choose the person and click "Open" to populate the "Next Approvals" field. When all approvers have been entered, "Save" the form.

Approval guidelines:

Approvals are required on all purchase requisitions created in colleague. Approvals are usually determined by the amount of the requisition and/or item(s) being requested. Items funded by a grant require approval by grant personnel. Other guidelines are as follows:

- For items costing $1,000 or less, obtain approval from the Director of Grants.
- For Items costing more than $1,000, obtain approval from your Department Head, Dean, and Vice President.
- Vice Presidents have approval ability up to $10,000
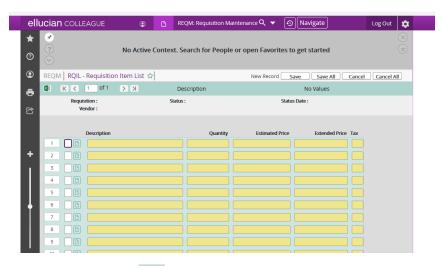
- Items above $10,000 must be approved by the VP of Finance or the President of the college.

NOTE: All IT-related expenditures, including grant-funded initiatives, must be discussed, generated and approved by IT. All planned technology purchases must integrate seamlessly with the current environment, must be supported by the IT Department and must be complemented with a replacement or maintenance plan. Email all your requests for IT purchases (software, hardware, peripherals) to the Service Desk before you create a purchase requisition.

Once you have entered and saved the approvals form, you are now ready to enter information about the item(s) you are ordering. Click on the Line Items detail icon field (lower right side of the REQ form).
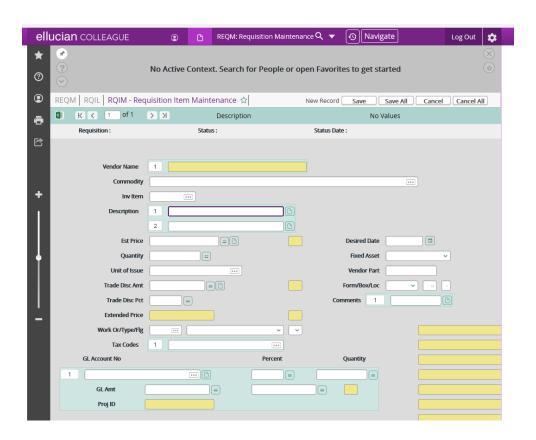
The following screen appears:
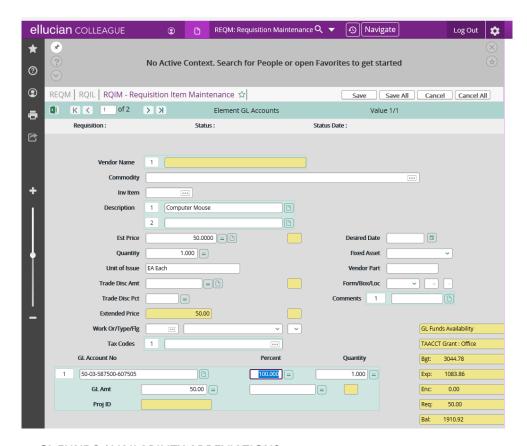
Click on the Description detail icon field next to the first item number (upper left side of the REQ form). A detail sheet will open which needs the following fields populated. Press enter after each field is populated:

- Description

  o Click on the Description detail icon ![icon] field to type in your description. Be as detailed as possible including, complete specification, manufacturer, item and model number, scope of work for the item or service being requested.

  o Product and shipping/handling costs are included as a separate line item. This information can be obtained through Purchasing or going on manufacturer or supplier websites.

- Estimated Price
- Quantity
- Unit of issue (enter EA or … to expand the options for the field)
- GL Account Number

Once you populate the form and enter your GL account number, your budget status for that budget code will be displayed on the bottom right side of the screen. Funds must be available in the budget code you have entered to be able to proceed with the requisition. A note indicating insufficient funds will appear if there are insufficient funds in the budget line you have entered. A budget transfer will need to be requested of the grants office to be sure funds are available and requested purchases can be funded.

GL FUNDS AVAILABILITY ABREVIATIONS

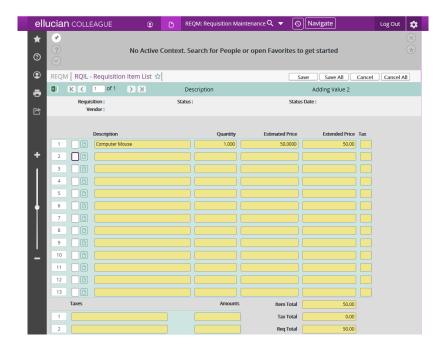|	
GL	General Ledger
PU	Purchasing
Bgt	Budget
Exp	Expenditures or Expenses
Enc	Encumbrances or Outstanding orders
Req	Requisitions
Bal	Available Balance

Click "Save" at the top of the form. Click update on dialog box. The summary form (next page) displays the item you just entered. Continue entering your next item by clicking on the detail
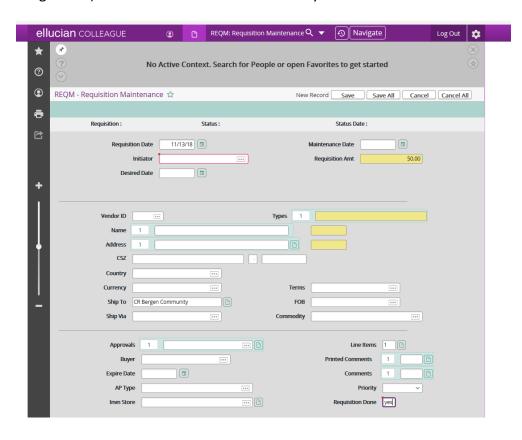
icon [icon] of the next item number. Remember to save after each entry.

If you wish to make a change, click on the detail icon [icon] of the item you wish to change to open the detail screen for that item.

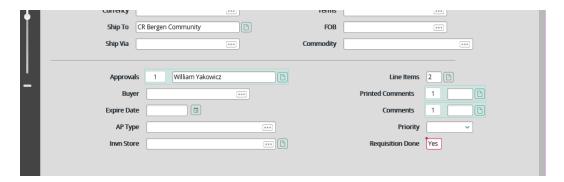When you are finished entering items, click "Save" then "Update"

Summary form:

Clicking "save" on the summary form, returns you to the main requisition page. The line items field (lower right side) now shows the number of items you have entered.
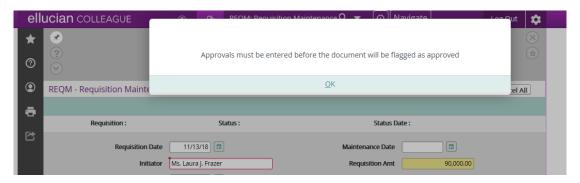
Printed Comments (optional field): Click on the detail icon if you wish to make comments that will appear on the printed requisition. Include in this area comments about delivery information – person, building, room number.

Comments (optional field): Click on the detail icon if you wish to make comments that will NOT appear on the printed requisition. The comments will only display on your screen for future reference.
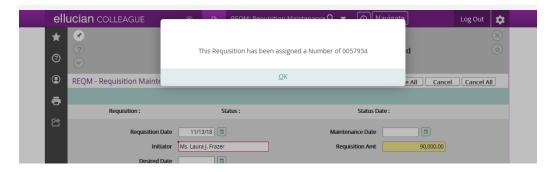
When you have completed your Requisition, type "Y" for Yes in the field at the bottom right of the screen, and press enter.

The following message will appear. Click OK:

Once you click OK, the following message will appear. Please note the assigned requisition number for future reference.

Because purchasing is a multi-stage and multi-person operation, it is critical that you oversee the various parts of the approval process to ensure successful, timely completion of purchases. Keep in mind:

- The Grants Office will need to approve grant related requisitions once created.
- Follow up, if necessary, with those who need to approve the requisition. If approvals are not given, the requisitioning process does not proceed and the purchase is not made.
- Delivery of equipment and furniture can take up to 8 weeks or longer.
- The Purchasing Dept. does not expedite orders.
- The College Fiscal Year is July 1 through June 30. Therefore, in order to be charged to a current College fiscal year budget, all your purchases must be made, received and paid for before June 30 (i.e., cash basis).
- Goods and services received or paid for after June 30 will be charged to the new College fiscal year budget starting July 1.
- Keep track of your purchase requests and follow up with Purchasing periodically to ensure requisitions have been received and it there are any problems that need to be resolved to move the requisition forward.
- You can check the status of the requisition with the menu item RINQ

Congratulations. The requisition entry process is complete!

Grants Office Revision Date: November 2018