The mission of the Business Office is to serve and support all units in the Kelley School of Business by providing administrative assistance in a timely, accurate, and courteous manner, while adhering to the University policies and procedures.

Travel Policy - [www.indiana.edu/~travel/policies/policies.shtml](http://www.indiana.edu/~travel/policies/policies.shtml)
Travel Training Guide - [www.indiana.edu/~travel/documentation/dec2nd.pdf](http://www.indiana.edu/~travel/documentation/dec2nd.pdf)
Purchasing Policies - [www.indiana.edu/~purchase/policies/policies.shtml](http://www.indiana.edu/~purchase/policies/policies.shtml)

For all purchases, travel reimbursements, membership payments, out of pocket reimbursements, and IU Foundation reimbursements faculty should check with their F.A.S.T representative to determine if RATS funds are available and if the event or purchase meets IU and IU Foundation policy.

**Out of Pocket Reimbursements**

- Faculty members need to submit original receipts along with a completed Request for Reimbursement Form to their F.A.S.T. representative to be reimbursed.
- Allowable out of pocket reimbursements include:
  - Professional membership fees
  - Journal submission fees
  - Book purchases – Amazon, Barnes and Noble etc.
  - Catering/Food expenses
    - If using a non-IU Foundation account, a hospitality code must be requested prior to the event or activity. Please see “Hospitality” section for process.

**Payment to a Vendor from an IUF Account**

- Payments to vendors from an IUF account are used for expenses including:
  - Food
- Faculty members and department assistants need to provide an invoice along with a completed Request for Reimbursement Form to their F.A.S.T. representative to process a payment to a vendor.

**Purchase Order**

- A purchase order is required for services and goods such as, but not limited to, the following:
  - Promotional Items
    - Promotional items require using a preferred university vendor.
The preferred vendor list is located on the Office of Procurement Services website.
www.indiana.edu/~purchase/contracts/promotional/promotional.shtml

- Office Supplies (includes copiers)
  - Faculty should work with their F.A.S.T. representative for office supply orders.
- Furniture
  - Furniture should be requested through Facilities Operation Support representative, Cheryl Polley- cpolley@indiana.edu
- Software and Computer Equipment and Computer-Related Products including Data Subscriptions
  - Items should be requested through TSORDER
  - Email Matt Koch at tsorder@indiana.edu
- Compensation for Services – proofreading, editing, graphic design
  - Faculty members and department assistants need to contact their F.A.S.T. representative once a vendor is chosen.
    - The F.A.S.T. representative will determine if the vendor is already in the IU system. If the vendor is not in the system, the department assistant or faculty member will need to send the vendor a vendor packet to be completed and returned by fax to the F.A.S.T. Office at (812) 856-9001.
    - Faculty members and department assistants do not have signature authority for contracts or agreements. Signature authority lies with IU Purchasing.
    - The faculty member or department assistant will then need to obtain a quote from the vendor and submit to the appropriate F.A.S.T. representative.
    - The F.A.S.T. representative will then take care of the requisition and purchase order.

Purchasing Policies - www.indiana.edu/~purchase/policies/policies.shtml

Travel

- Travel Authorization
  - Faculty need to complete a Travel Authorization Form prior to going on any domestic or foreign trip.
  - In-State Travel does not require pre-authorization
- Travel Prepayments
  - For conference registration prepayment faculty need to see their F.A.S.T. representative.
- Travel Arrangements
  - The department assistant will assist faculty in scheduling their flight, lodging, transportation to/from airport, etc. and notify the traveler of the arrangements.
- Travel Reimbursements
  - Once the faculty member has returned from a trip they need to complete a Travel Reimbursement Form and submit all original receipts to their F.A.S.T. representative in a timely manner.
The 60 day rule. Travelers will have 60 days from the return date of their trip in which to submit travel reimbursement claims otherwise they will be taxed. After 120 days from the return date of the trip, there will be no reimbursement.

- **Non-employee Travel**
  - If the non-employee is not in the IU system the department assistant needs to request a W-9 and a Payee Certification from the non-employee. For a foreign non-employee traveler the department assistant needs to request a W-8BEN, a Tax Cover Sheet, and a Payee Certification form. These forms are located on the Kelley Business Office website [www.kelley.iu.edu/Business/Travel/page15876.html](http://www.kelley.iu.edu/Business/Travel/page15876.html)
  - Please provide the completed forms to the appropriate F.A.S.T representative so the non-employee can be added to the IU system.
  - A DV will be then created and the DV number will be provided to the department assistant by the F.A.S.T. representative once the visitor is in the IU system.

- **Group Travel**
  - Group travel applies only to students.
  - Group travel is claimed by submitting a department travel authorization in the name of the staff person overseeing the entire trip.
  - All original receipts along with a roster of student names must be submitted with the Travel Reimbursement Request form.
    - Instead of per diem payments, actual receipts are used for the reimbursement of meal costs for the group as long as the costs do not exceed allowable per diem rate.

Travel Policy - [www.indiana.edu/~travel/policies/policies.shtml](http://www.indiana.edu/~travel/policies/policies.shtml)

**Student Hourly Appointments**

- If a faculty member is hiring student hourlies they need to contact their F.A.S.T representative. The F.A.S.T representative will be responsible to ensure all paperwork is in place.

**Hospitality:**

- If faculty members or department assistants are going to be ordering promotional items or food and do not want to use an IU Foundation account to pay for the expense, a hospitality code will need to be requested through the Business Office Travel and Purchasing Representative. A hospitality code can be obtained in the following circumstances:
  - Student events - events hosted by students or an event for the benefit of students (i.e.: graduation reception).
  - Recruitment - student or faculty
  - Conferences, Workshops - Please contact your F.A.S.T. Representative for additional information.

Hospitality Request Information -
[www.kelley.iu.edu/Business/Accounting/AccountInformation/page13623.html](http://www.kelley.iu.edu/Business/Accounting/AccountInformation/page13623.html)