

FREQUENTLY ASKED QUESTIONS

Q: Who signs the checklist?

A: The person who completes the paperwork.

Q: I signed up for an Amazon Business Account but I'm still waiting for approval. Who should I contact for status?

A: Please contact E-business for follow up at eBusiness@fullerton.edu

Q: Can we please get the link to get the IT authorization form?

A: To start the review process, go to <http://www.fullerton.edu/itpurchasing/>

For additional information regarding what qualifies as an IT Purchase go here:

<http://www.fullerton.edu/itpurchasing/faq/>

Q: What do you mean by blanket D11s? If we have an event for example, and we have breakfast and lunch from different vendors, can't we add both on one form?



A: A blanket D11 is one that covers several events or an extended time frame. Due to the difficulty of tracking the approved amount of a blanket hospitality form, they need to be specific to the transaction.

Q: In the past we've used Amazon for purchasing program-related office supplies. The new business account prohibits office supplies purchases via Amazon, stating that CSUF's preferred vendor is Staples (which isn't necessarily cheaper and requires a separate transaction). But we're ASC, not CSUF. Is there any way we could continue to purchase office supplies via Amazon?

A: We have contacted E-Business and requested that office supplies be made allowable for ASC purchases and are waiting for an answer.

Q: Do I need to prepare and submit a D11 for food and awards for the same event or can I submit one D11 including both expenses?

If the food and awards are for the same event (same event and event date), they can be listed on a single Hospitality Justification form. The form includes a dropdown arrow that allows you to select different categories for each expense. See below.

Type of Hospitality (list)	(See fund restrictions)	Vendor(s)	Vendor Form on file/Q#?	AMOUNT
Awards/Prizes and Service Recognition			<input type="checkbox"/>	
Food and beverage (non-alcoholic)			<input type="checkbox"/>	
Select One			<input type="checkbox"/>	

Q: Can I submit the W9 in the same email when I send an online check request/ payment request to ASC?

A: Only if they are a corporation or non-profit organization with a Tax Identification Number. If they are an individual or sole proprietor with a Social Security Number, the W9 needs to be mailed or faxed to keep their personal information protected from possible identity theft.

Q: Where should the object code be entered?

A: It depends on the form. There is a space for the object code on the check request, purchase order form, and stipend request form. On the other forms, list it under “Account Charged” next to the project number such as on the travel expense form or next to “Project Number” on forms such as the Independent Contractor Agreement.

Q: Where should I add the total amount approved for expenses on the ASC Travel Authorization form?

A: Under “Total Amount Requested” on the upper right on the form.

Q: What if the traveler does not require incidentals, do I add them anyway?

A: You should only list actual expenses used by the traveler.

Q: I’m confused about how to list items that do not have a single date (like a flight that has three different airports on different days, but which was charged as a lump sum). Similarly with hotels.

A: Hotel receipts should be itemized and list the charges for each night’s stay. If not, divide the total sum by the number of days and list the per day total for each night’s stay.

The flight receipt should be divided by the number of days, or you can list the flight cost on the first day of flight travel.

Q: Where do I put the cost of tolls or parking fees on a mileage only claim?

A: Mileage only claims should be submitted on a check request. Under “Description” use separate lines for tolls, parking fees and the total mileage.

Q: You mention needing departmental approval for international travel; is that the same for domestic travel?

A: Travel always needs to be approved within the department. International travel also needs to be approved by a Vice President.

Additionally, if the travel is to a high-hazard country, the President’s approval signature is needed to secure foreign travel insurance.

Q: Do I need to claim per diem for students even if the PI only authorized transportation, conference registration, and lodging expenses?

A: There is no per diem for meals students or non-employees. To be reimbursed for meals, they must turn in receipts and will be reimbursed for actual meal expenses up to \$59 per day. Please review the university travel policy for additional details. [travel-policy-for-non-employees.pdf](#)

Q: Do we need to use the mileage log for conference travel that has a travel authorization or is this only for mileage for regular business-related travel?

A: You only need a mileage log for mileage reimbursements claims, not for conference travel.

Q: In the past we have not always included flights and conference registration costs on the reimbursement form (only including expenses for the conference dates - per diem, hotel, to/from airport). Is this still okay to omit from the reimbursement form?

A: Yes, if they were paid by P-Card or check request. If they were paid by the traveler, then they should be reimbursed using the travel expense claim form.

If the flights and conference registration costs for the trip are paid by ASC through a check or P-Card, these expenses must be included on the travel expense claim form along with the receipts to account for them as part of the overall travel costs. In cases where the prepaid expenses were covered by a travel advance, the amounts can be cleared from the travel advance account.

Q: Is mileage and parking fee allowed for an off-campus staff that is required to travel to campus for a meeting?

A: If they work at a satellite location such as Grand Central, Desert Studies, etc., then yes. If they work remotely a few days a week, then campus is considered their primary work location and mileage, or parking would not be allowed.

Q: I'm seeing that everything now requires a check list. Is that correct?

A: Yes. Unfortunately, we receive a significant number of requests missing required information which causes delays in processing time. We have created the checklists to help guide our customers in the requirements for complete packages to provide more efficient service.

Q: Do we always have to fill out the US Citizen part although it is for 3rd party vendors on Check Request form?

A: The questions regarding employment and citizenship only apply to individuals.

Q: Do we need a checklist for each individual stipend form, or is one sufficient for the bundle?

A: We need a checklist for each individual's stipend form.