

University Colloquium – Faculty Stipend Guidelines

1. To aid you in your colloquium, all sections will have **\$100** to be used over the course of the quarter. (Please note this is \$100 per section. If your UCOL has multiple instructors, between the multiple instructors, the budget will be \$100.00.) **This money is available via reimbursement.**
2. The funds are to be used for course related activities and hospitality that build community within UCOL rather than for faculty development.
 - a. Due to potential conflicts of interest with using university operational funds for charitable giving, we are unable to use these stipends in that manner.
3. All reimbursements **must** be submitted within 60 days of the receipt date in order to avoid being taxed on the charge. After 60 days the tax charge will be automatically deducted from your paycheck.
4. Reimbursements must be submitted with receipts. There is a strong chance that without a receipt the reimbursement will not be processed.
5. Reimbursement forms can be found on the finance website under "[Downloadable Forms.](#)"
6. The process for filling out the reimbursement form isn't entirely intuitive so we've attached an example. All highlighted fields are those that you need to fill out – many of the other fields will auto populate once you've entered some of the data. A few notes:
 - a. On the left-hand side description field, you need to enter the **date of receipt, the business purpose**, and if it is food and beverage **the number of people who were at the event**
 - b. On the right-hand side description field, you need to enter the vendor/location/store from the receipt
 - c. As you may notice, there isn't fund, org, account information listed – that will be filled in by OAA once you submit your reimbursement.
7. Completed form with the accompanying receipts can be sent to **Suzanne Townsend, assistant to the vice provost, Suite 102.**