

**Emburse Enterprise Information (Formerly Chrome River)**

**Professional Development Money**

**Faculty will receive \$1200.00 for Professional Development Funding.**

**All receipts must be submitted within 2 days of travel.**

**ALL NEEDED ITEMS ARE SUBJECT TO THE FOUR-WEEK RULE**

**\*Exceptions to the four-week rule need to be approved by Dean Marshall.**

**Emburse Enterprise approval funding for travel or an event**

<b><u>Procedure</u></b>	<b><u>Action required by faculty</u></b>
<b><u>Creating an Emburse Pre-Approval</u></b> Send all documents to Brian Lyons at <a href="mailto:brian.lyons@stockton.edu">brian.lyons@stockton.edu</a>	<b><u>Provide all of the following information</u></b> <ul style="list-style-type: none"><li>● Purpose</li><li>● Dates and times</li><li>● Funding information</li><li>● Method of travel</li><li>● Quotes for travel arrangements, including lodging, transportation, and meals</li><li>● A flyer or website link</li><li>● Conference information, including event program</li><li>● Completed Event/Contract Request Form for Events</li></ul>
<b><u>Review and Accept Pre-Approval</u></b> Review prepared Emburse Pre-Approval (sent by Brian)	<ul style="list-style-type: none"><li>● Open the Emburse email</li><li>● Review details of the Pre-Approval</li><li>● Click ACCEPT</li><li>● Another window will open</li><li>● Click SEND</li><li>● Complete request for approval for attendance at event form if applicable</li></ul>

**Reimbursement for travel or an event**

	<b><u>Action required by faculty</u></b>
Send all documents to Brian Lyons at <a href="mailto:brian.lyons@stockton.edu">brian.lyons@stockton.edu</a>	<b><u>Provide all of the following information</u></b> <ul style="list-style-type: none"><li>● Receipts for all expenditures showing last four digits of card used hotel receipts need a folio showing all expenses</li><li>● Written explanation of any deviations to prior plans</li><li>● List of attendees at events</li></ul>

### Required Timeline

<u>Procedure</u>	<u>Due Date</u>
Items needed for travel or event reconciliation/reimbursement	<ul style="list-style-type: none"><li>• Submit within 48 hours of any transaction</li></ul>

### Important Notes

**\*Please be mindful of “upcharges.”**

**\*Upgrades to lodging, flights, train rides, and parking will not be reimbursed.**

**\*Generally notification of travel should be given by May 15 to allow for fiscal year end processing**

**\*Please consult the travel website for more details:**

<https://stockton.edu/accounts-payable/travel.html>

### **Contracts/Vendors**

Please follow the correct procedure for lectures and purchasing goods and services. The information must be submitted **four weeks** before the lecture or event.

### **General Outline of Steps from Start of the Job to Payment for Requisitions or Direct Pays**

- Name, Title and Honorarium or proposal and the cost of the project (Faculty or Staff)
- Date, Time, and Location (Faculty or Staff)
- Obtain required vendor or speaker forms (Faculty or Staff)
- W9 or W8 (Faculty or Staff)
- Independent Contractor Checklist (Faculty or Staff)
- Certificate of Insurance required for vendors performing a service on campus (Faculty or Staff)
- Obtain Contract through Stockton University’s Office of General Counsel for Lecture or Service (Madeline Perez will request and complete)
- Vendor sends invoice via email to [api@stockton.edu](mailto:api@stockton.edu) and cc Madeline Perez
- Check disbursed to Vendor (30 days from invoice)
- All documents received after the lecture or event must have a letter of justification explaining why documents were not submitted on time (Faculty or Staff)