

Reimbursements to FIU - Helpful Tools

Reimbursements to FIU require a significant amount of time to prepare by the Departments and also to review on our end. Our review of these invoices consist of ensuring the invoice contains required information and that the expenses comply with donor restrictions and Foundation Disbursement Policies and Procedures.

To facilitate this process and ensure timely approvals for these reimbursements, we wanted to provide helpful tools for you to use when preparing electronic invoices to initiate Reimbursements to FIU.

Helpful Tips:

- **FIU_GL_TRANDATA_604_REIMB** – This query was designed to facilitate the Fund 604 Reimbursement process. Please use this query when preparing your reimbursement requests.
- Trandata Reports should only show expenses for which you are requesting reimbursement and a subtotal must be included on your Trandata report that matches the total amount requested on the Foundation Electronic Invoice Form.
- Fund 604 University Activity numbers **should be** reconciled on a **monthly basis**. Please submit reimbursement requests in a timely manner.
- Use GL Accounts 751xxx when preparing reimbursements to FIU. Please refer to the GL Mapping Crosswalk attached to find the FIU01 Expense Account and the corresponding Foundation GL Account 751xxx you will need to use to process the reimbursement. If you have multiple expenses, simply add a row under the accounting detail section of the form.
- **Referencing** – Please use number (i.e. 1, 2, 3) or letters (i.e. A, B, C) to reference all receipts and support documentation to their corresponding expenses listed on your Trandata report. See samples attached.

FINANCIAL DATA			
Project SpeedType: <input type="text"/>		FOUNDATION DATA	
Project Name: <input type="text"/>		GL Account Number: <input type="text"/>	
Fund: <input type="text"/>		Activity (if any): <input type="text"/>	
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>		Amount: <input type="text" value="0.00"/>	
Activity SpeedType: <input type="text"/>		UNIVERSITY DATA	
Activity Name: <input type="text"/>		GL Account Number: <input type="text" value="Select..."/>	
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>		Amount: <input type="text" value="0.00"/>	

- **Keep event related expenses separate from travel related expenses. Organize your Trandata and ensure that the reimbursement request is easy to follow.**
- For Event Related expense reimbursements, organize your reimbursement request in the following order:
 1. Provide a business purpose showing how these event expenses are in line with the Foundation project's purpose
 2. Event Flyer/ Announcement
 3. List of Attendees and Affiliation (Only if there were less than 25 guests in attendance)
 4. Expense Receipts (for example: catering, promotional advertising, materials & supplies, etc.)
 - Please ensure that the catering expenses fall in line with allowable business meal caps stated on the Foundation Disbursement Policy & Procedure
 5. If you're submitting multiple event related expenses, repeat steps 1 – 3 for the next event
- For Travel Related expense reimbursements, organize your reimbursement request in the following order:
 1. Provide a business purpose showing how this travel expense is in line with the Foundation projects purpose
 2. Copy of Approved Travel Authorization that shows the business purpose and traveler's name.
 3. Copy of Expense Report Cover Page
 4. Expense receipts that match expenses listed on the Trandata report (Use numbers or letters to reference your receipts).
 - Please note that travel upgrades within economy class require an Area Vice President's approval
 - Please refer to the Foundation Disbursement Policy & Procedure for additional information

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5. If you're submitting multiple travel related expenses (multiple travel authorizations and expense reports), repeat steps 1 - 4 for the next expense report

As a reminder listed below are the general conditions required for disbursements. Expenditures must be:

1. Reasonable and have a legitimate business purpose.
2. Supportive of the University's and Foundation's mission and programs.
3. Consistent with the purpose and restriction of the fund from which the disbursement is sought.
4. Supported with appropriate documentation including copies of original receipts, invoices, etc. This documentation should agree with the amount of the disbursement request. Any differences must be explained.
5. Approved by an authorized signatory of the account.
6. In compliance with state and federal laws and Foundation policies and procedures.
7. There must be sufficient funds in the Foundation project.

For any questions, forms, or information regarding the FIU Foundation please visit our website at <https://give.fiu.edu/> or contact us at 305-348-3758.

We thank you in advance for your cooperation,

FIU Foundation Office

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
711011	Postage	751101	Transfers Out -Postage	
711013	Postage for Resale	751101	Transfers Out -Postage	Not likely to be used
711021	Freight	751101	Transfers Out -Postage	
711031	Courier Services	751102	Transfers Out -Courier Serv	
711075	Banking Fees	NA	NA	
711076	Wire Transfer Fee	NA	NA	
711078	Foreign Currency Gain/Loss	NA	NA	
711080	Merchant Fee	NA	NA	
711111	Utilities - Electricity	751127	Transfers Out -Utilities	
711112	Utilities- Natural Gas	751127	Transfers Out -Utilities	
711113	Utilities - Water & Sewer	751127	Transfers Out -Utilities	
711114	Utilities - Garbage	751127	Transfers Out -Utilities	
711115	Utilities - Other	751127	Transfers Out -Utilities	
711171	Cellular Phones	751127	Transfers Out -Utilities	
711181	Telephone Installations	751127	Transfers Out -Utilities	
711182	Communication Equipment	751127	Transfers Out -Utilities	
711183	Phone Equipment Rental	751121	Transfers Out -Rental of Equip	
711185	Communication Charges Other	751127	Transfers Out -Utilities	
711187	Cellular Phones - Monthly Char	751127	Transfers Out -Utilities	Not likely to be used
711188	Cellular Phones - Airtime	751127	Transfers Out -Utilities	Not likely to be used
711191	Toll Calls	751127	Transfers Out -Utilities	
711192	Long Distance	751127	Transfers Out -Utilities	
711196	Local Telephone Calls	751127	Transfers Out -Utilities	
711203	Business Meals - DSO	NA	NA	N/A - Should only be used for Business Unit FIU02
711204	Training/Seminars/Workshops -	751129	Trfrs Out - Professional Serv	
711211	Per Diem - In State	751103	Transfers Out -Per Diem- In St	
711212	Mileage - In State	751104	Transfers Out -Mileage - In St	
711213	Airfare - In State	751105	Transfers Out -Airfare - In St	
711214	Car Rental - In State	751106	Trfrs Out -Car Rental-In St	
711215	Registration Fee - In State	751107	Trfrs Out -Reg Fee - In St	
711216	Incidental Expenses - In State	751108	Trfrs Out-Incidental Exp-In St	
711221	Per Diem - Out Of State	751109	Trfrs Out -Per Diem-Out Of St	
711222	Mileage - Out Of State	751108	Trfrs Out-Incidental Exp-In St	
711223	Airfare - Out Of State	751110	Trfrs Out -Airfare-Out Of St	
711224	Car Rental - Out of State	751111	Trfrs Out-Car Rental-Out of St	
711225	Registration Fee - Out of Stat	751112	Trfrs Out-Regist Fee-Out of St	
711226	Incidental Expenses - Out of S	751113	Tf Out-IncidentalExp-Out of St	
711231	Per Diem - Foreign	751114	Trfrs Out -Per Diem - Foreign	
711232	Mileage - Foreign	751115	Transfers Out -Mileage-Foreign	
711233	Airfare - Foreign	751116	Transfers Out -Airfare-Foreign	
711234	Car Rental - Foreign	751117	Trfrs Out -Car Rental-Foreign	
711235	Registration Fee - Foreign	751118	Trfrs Out -Regist Fee-Foreign	
711236	Incidental Expenses - Foreign	751119	Tf Out-Incidental Exp-Foreign	
711251	Per Diem - IS Team Travel	751103	Transfers Out -Per Diem- In St	
711252	Mileage - IS Team Travel	751104	Transfers Out -Mileage - In St	
711253	Airfare - IS Team Travel	751105	Transfers Out -Airfare - In St	
711254	Car Rental - IS Team Travel	751106	Trfrs Out -Car Rental-In St	
711255	Reg. Fee - IS Team Travel	751107	Trfrs Out -Reg Fee - In St	
711256	Incidental Exp - IS Team Trave	751108	Trfrs Out-Incidental Exp-In St	
711261	Per Diem - OOS Team Travel	751109	Trfrs Out -Per Diem-Out Of St	
711262	Mileage - OOS Team Travel	751108	Trfrs Out-Incidental Exp-In St	
711263	Airfare - OOS Team Travel	751110	Trfrs Out -Airfare-Out Of St	
711264	Car Rental - OOS Team Travel	751111	Trfrs Out-Car Rental-Out of St	
711265	Reg. Fee - OOS Team Travel	751112	Trfrs Out-Regist Fee-Out of St	
711266	Incidental Exp - OOS Team Trav	751113	Tf Out-IncidentalExp-Out of St	
711271	Per Diem - IS Athletics Recruit	751103	Transfers Out -Per Diem- In St	
711272	Mileage - IS Athletics Recruit	751104	Transfers Out -Mileage - In St	
711273	Airfare - IS Athletics Recruit	751105	Transfers Out -Airfare - In St	
711274	Car Rental - IS Athletics Recr	751106	Trfrs Out -Car Rental-In St	
711275	Reg. Fee - IS Athletics Recrui	751107	Trfrs Out -Reg Fee - In St	
711276	Incidental Exp - IS Athletics	751108	Trfrs Out-Incidental Exp-In St	
711281	Per Diem - OOS Athletics Recru	751109	Trfrs Out -Per Diem-Out Of St	
711282	Mileage - OOS Athletics Recrui	751108	Trfrs Out-Incidental Exp-In St	

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
711283	Airfare - OOS Athletics Recrui	751110	Trfrs Out -Airfare-Out Of St	
711284	Car Rental - OOS Athletics Rec	751111	Trfrs Out-Car Rental-Out of St	
711285	Reg. Fee - OOS Athletics Recru	751112	Trfrs Out-Regist Fee-Out of St	
711286	Incidental Exp - OOS Athl Rec	751113	Tf Out-IncidentalExp-Out of St	
711291	Per Diem - Foreign Athletics R	751114	Trfrs Out -Per Diem - Foreign	
711292	Mileage - Foreign Athl Recruit	751115	Transfers Out -Mileage-Foreign	
711293	Airfare - Foreign Athl Recruit	751116	Transfers Out -Airfare-Foreign	
711294	Car Rental - Foreign Athl Recr	751117	Trfrs Out -Car Rental-Foreign	
711296	Incidental Exp - Foreign Athl	751119	Tf Out-Incidental Exp-Foreign	
711301	Moving Expenses - Payments to	NA	NA	
711302	Moving Expenses Qualified Thir	NA	NA	
711331	Clothing and Uniforms	751134	Trfrs Out - Materials and Supp	
711361	Automobile Insurance	751120	Transfers Out - Insurance	
711362	General Liability Insurance	751120	Transfers Out - Insurance	
711363	Insurance & Casualty General L	751120	Transfers Out - Insurance	
711364	Workers Compensation Insurance	751120	Transfers Out - Insurance	
711366	Federal Civil Insurance	751120	Transfers Out - Insurance	
711371	Other Insurance	751120	Transfers Out - Insurance	
711372	Workmen's Comp Claims Admin	NA	NA	
711381	Workers Comp Ins - Faculty	NA	NA	
711382	Workers Comp Ins - Admin	NA	NA	
711383	Workers Comp Ins - Staff	NA	NA	
711384	Workers Comp Ins- Student Asst	NA	NA	
711385	Workers Comp Ins - Other Tempo	NA	NA	
711386	Unemployment Comp - Faculty	NA	NA	
711387	Unemployment Comp - Admin	NA	NA	
711388	Unemployment Comp - Staff	NA	NA	
711389	Unemployment Comp - Other Tem	NA	NA	
711390	Workers Comp Ins-Faculty - COM	NA	NA	
711391	Unemployment Comp-Faculty-COM	NA	NA	
711401	Rental of Equipment	751121	Transfers Out -Rental of Equip	
711402	Rental of Facilities	751122	Trfrs Out-Rental of Facilities	
711405	Rental of IT Equipment	751121	Transfers Out -Rental of Equip	
711406	Rental of Vehicles	751121	Transfers Out -Rental of Equip	
711441	Rent of Buildings	751122	Trfrs Out-Rental of Facilities	
711442	Facilities Operating Expense	NA	NA	
711451	Institutional Memberships	751123	Transfers Out -Memberships	
711452	Subscriptions	751123	Transfers Out -Memberships	
711453	Dues	751123	Transfers Out -Memberships	
711454	Departmental Memberships	751123	Transfers Out -Memberships	
711601	Catering	751124	Transfers Out -Catering	
711602	Events	751125	Transfers Out -Events	
711603	Flowers & Gifts	751126	Transfers Out -Flowers & Gifts	
711604	Taxes & Licenses	751129	Trfrs Out - Professional Serv	
711606	Annuity Payments	NA	NA	
711607	FBOG Assessment	NA	NA	
711901	Shared Services Fee	NA	NA	
711902	Software License	751002	Transfers - Property & Equipm	
711903	F&E under \$5,000	751002	Transfers - Property & Equipm	
711904	Athletic Equip under \$5,000	751002	Transfers - Property & Equipm	
711905	Works of Art < \$1,000	751002	Transfers - Property & Equipm	
711906	Interest Expense	NA	NA	
711907	Rewards	NA	NA	
711908	Athletic Guarantees	NA	NA	
711909	Collection Costs	NA	NA	
711910	Admin Overhead Expense	751129	Trfrs Out - Professional Serv	
711913	Miscellaneous Charges	751134	Trfrs Out - Materials and Supp	
711914	Sales Tax Remittamce	NA	NA	
711916	Computer Equip under \$5,000	751002	Transfers - Property & Equipm	
711918	DP Under \$1,000	751002	Transfers - Property & Equipm	
711919	Fines Penalties Judgement	NA	NA	
711920	Sponsorship/Co Sponsorship Exp	NA	NA	
711922	Administrative Cost Allowance	NA	NA	

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
711923	Reserve - ACA Appropriation	NA	NA	
711925	Credit Card Surcharge	NA	NA	
711991	Participant Payments	NA	NA	
711998	Epro Clearing	NA	NA	
721101	Library Books	751002	Transfers - Property & Equipm	
721201	F&E \$5,000 and Over	751002	Transfers - Property & Equipm	
721202	Athletic Equip \$5,000 & Over	751002	Transfers - Property & Equipm	
721203	Automobiles	751002	Transfers - Property & Equipm	
721204	Motor Vehicles Other	751002	Transfers - Property & Equipm	
721205	Plant Equipment	751002	Transfers - Property & Equipm	
721301	Educational Property	751002	Transfers - Property & Equipm	
721302	Audio Visual Equipment	751002	Transfers - Property & Equipm	
721401	Data Processing Equipment	751002	Transfers - Property & Equipm	
721402	Software \$5,000 & Over	751002	Transfers - Property & Equipm	
721404	DP Workstation	751002	Transfers - Property & Equipm	
721405	DP Printers	751002	Transfers - Property & Equipm	
721901	Works of Art	751002	Transfers - Property & Equipm	
721902	Alarm System	751002	Transfers - Property & Equipm	
721904	Modular Trailers	751002	Transfers - Property & Equipm	
721905	Other Operating Capital Outlay	751002	Transfers - Property & Equipm	
721906	Purchase of Land	NA	NA	
721908	Infrastructure and Improvement	751002	Transfers - Property & Equipm	
722001	Expenditures - Fixed Captl Out	751002	Transfers - Property & Equipm	
757003	Facilities & Admin Expense	751129	Trfrs Out - Professional Serv	
761001	Repairs & Maintenance	751128	Trfrs Out -Repairs & Maint	
761002	Maintenance Contracts	751128	Trfrs Out -Repairs & Maint	
761004	DP Hardware Maintenance - Serv	751128	Trfrs Out -Repairs & Maint	
761006	DP Software Maintenance - Serv	751128	Trfrs Out -Repairs & Maint	
768201	Scholarships	751003	Transfers - Scholarships & Aw	
768301	Stipends	751003	Transfers - Scholarships & Aw	
768401	Tuition Payments	NA	NA	
771121	Salaries - Faculty 12 Month	751006	Transfers - Salaries	
771122	Salaries - Faculty 9 Month	751006	Transfers - Salaries	
771123	Salaries - Faculty Summer A	751006	Transfers - Salaries	
771124	Salaries- Faculty Summer B	751006	Transfers - Salaries	
771125	Notice Payout - Faculty 9 Mont	751006	Transfers - Salaries	
771126	Notice Payout - Faculty 12 Mon	751006	Transfers - Salaries	
771127	Salaries-12 Mo Faculty-COM	751006	Transfers - Salaries	
771128	NoticePayout-12 Mo Facul-COM	751006	Transfers - Salaries	
771141	Salaries - Administrative	751006	Transfers - Salaries	
771145	Notice Payout - Administrative	751006	Transfers - Salaries	
771151	Salaries - Staff	751006	Transfers - Salaries	
771152	Salaries - On Call	751006	Transfers - Salaries	
771153	Salaries - Overtime	751006	Transfers - Salaries	
771154	Salaries - Law Enforcement Inc	751006	Transfers - Salaries	
771155	Notice Payout - Staff	751006	Transfers - Salaries	
771156	Salaries - Law Enforc Off Duty	751006	Transfers - Salaries	
771161	Faculty Overload - FIU02	751006	Transfers - Salaries	
771501	Temporary Employment	751006	Transfers - Salaries	
771503	Temporary Employee Overtime	751006	Transfers - Salaries	
771505	Graduate Assistants	751006	Transfers - Salaries	
771507	Student Assistants	751006	Transfers - Salaries	
771508	College Work Study	751006	Transfers - Salaries	
771510	Adjunct Faculty	751006	Transfers - Salaries	
771511	Phased Retired Faculty	751006	Transfers - Salaries	
771513	Administrative Overload	751006	Transfers - Salaries	
771514	Staff Overload	751006	Transfers - Salaries	
771515	Other Faculty	751006	Transfers - Salaries	
771516	Faculty Awards	751006	Transfers - Salaries	
771517	Other Earnings	751006	Transfers - Salaries	
771518	College Work Study Overtime	751006	Transfers - Salaries	
771551	Faculty Overload	751006	Transfers - Salaries	
771611	Social Security Matching	751006	Transfers - Salaries	

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
771652	Medicare Tax Expense Employer	751006	Transfers - Salaries	
771701	State Retirement	751006	Transfers - Salaries	
771704	DROP Retirement DP Plan	751006	Transfers - Salaries	
771708	Sick Payout-Exec & A & P	751006	Transfers - Salaries	
771709	Sick Payout-9 Mo Faculty	751006	Transfers - Salaries	
771710	Sick Payout-12 Mo Faculty	751006	Transfers - Salaries	
771711	Sick Payout-USPS	751006	Transfers - Salaries	
771712	VacationPayout-Exec & A & P	751006	Transfers - Salaries	
771713	Vacation Payout-9 Mo Faculty	751006	Transfers - Salaries	
771714	Vacation Payout-12 Mo Faculty	751006	Transfers - Salaries	
771715	Vacation Payout-USPS	751006	Transfers - Salaries	
771716	FICA Savings	751006	Transfers - Salaries	
771717	SickPay-12 Month Faculty-COM	751006	Transfers - Salaries	
771718	Vacation Pay-12 Mo Faculty-COM	751006	Transfers - Salaries	
771810	Pension Exp GASB 68 Unfunded	751006	Transfers - Salaries	
771901	State Health -Employer	751006	Transfers - Salaries	
771902	State Life - Employer	751006	Transfers - Salaries	
771903	State Disability - Employer	751006	Transfers - Salaries	
771905	Grad Assist Health - Employer	751006	Transfers - Salaries	
771950	Fringe Benefits	751006	Transfers - Salaries	
771951	Cellphone Allowance	751006	Transfers - Salaries	
771952	Miscellaneous Payroll Allowanc	751006	Transfers - Salaries	
771961	Fringe Benefits - Faculty	751006	Transfers - Salaries	
771962	Fringe Benefits - Admin	751006	Transfers - Salaries	
771963	Fringe Benefits - Staff	751006	Transfers - Salaries	
771964	Fringe Benefits - Student Assi	751006	Transfers - Salaries	
771965	Fringe Benefits - Other Tempor	751006	Transfers - Salaries	
771966	Fringe Benefits - Misc Allow	751006	Transfers - Salaries	
771967	Fringe Benefits - Faculty- COM	751006	Transfers - Salaries	
771968	Fringe Benefits - Grad Assist	751006	Transfers - Salaries	
771969	Fringe Benefits - Faculty SumA	751006	Transfers - Salaries	
771970	Fringe Benefits - Faculty SumB	751006	Transfers - Salaries	
771971	Fringe Benefits - Law Off Duty	751006	Transfers - Salaries	
771990	Payroll Tax Interest/Penalty	NA	NA	
771998	Deductions & Taxes - Clearing	NA	NA	
771999	Salaries - Other Clearing	751006	Transfers - Salaries	
772101	Architectural Services	751129	Trfrs Out - Professional Serv	
772102	Professional Services	751129	Trfrs Out - Professional Serv	
772103	Consulting Services	751130	Trfrs Out-Consulting Services	
772104	Survey Services	751129	Trfrs Out - Professional Serv	
772105	Legal Fees & Services	751129	Trfrs Out - Professional Serv	
772106	Medical Services	751129	Trfrs Out - Professional Serv	
772107	Custodial & Janitorial Service	751129	Trfrs Out - Professional Serv	
772108	Entertainment Services	751129	Trfrs Out - Professional Serv	
772109	Investigative Services	751129	Trfrs Out - Professional Serv	
772110	Information Tech. Services	751129	Trfrs Out - Professional Serv	
772111	Inspection Services	751129	Trfrs Out - Professional Serv	
772112	Fire Marshal Fees	751129	Trfrs Out - Professional Serv	
772113	Other Professional Fees	751129	Trfrs Out - Professional Serv	
772114	Permits/Impact Environmental F	751129	Trfrs Out - Professional Serv	
772116	Accounting Services	751129	Trfrs Out - Professional Serv	
772117	Security Services	751129	Trfrs Out - Professional Serv	
772118	Independent Contractors Other	751129	Trfrs Out - Professional Serv	
772119	Consultant Data Processing	751129	Trfrs Out - Professional Serv	
772120	Contractual Services	751129	Trfrs Out - Professional Serv	
772121	Gaming Officials	NA	NA	
772122	Game Production Equip Rental	NA	NA	
772123	Game Hospitality	NA	NA	
772124	Game Day Contractors	NA	NA	
772125	Game Day Park & Transport	NA	NA	
772126	Game Day Materials & Supplies	NA	NA	
772131	Parking Permits	751131	Trfrs Out - Parking Permits	
772132	Bus Passes	751131	Trfrs Out - Parking Permits	

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
772141	International Transaction Fees	751129	Trfrs Out - Professional Serv	
772152	Carpentry Services	751129	Trfrs Out - Professional Serv	
772153	Electrical Services	751129	Trfrs Out - Professional Serv	
772154	Flooring Services	751129	Trfrs Out - Professional Serv	
772155	Landscaping Services	751129	Trfrs Out - Professional Serv	
772156	Painting Services	751129	Trfrs Out - Professional Serv	
772157	Plumbing Services	751129	Trfrs Out - Professional Serv	
772181	Construction Contracts	NA	NA	
772183	Completed Buildings	NA	NA	
772184	Purchase of Infrastructure	NA	NA	
772185	Embroidery for Uniforms-Screen	751129	Trfrs Out - Professional Serv	
772192	Construction Services	751005	Transfers - Building Funds	
772196	Construction Services Charge	NA	NA	
772197	Bldg Replacemnt Reserv Funding	NA	NA	
772201	Legal Advertising	751132	Transfers Out - Advertising	
772202	Employment Advertising	751132	Transfers Out - Advertising	
772203	Promotional Advertising	751132	Transfers Out - Advertising	
772204	Other Advertising	751132	Transfers Out - Advertising	
772205	Marketing Expense	751132	Transfers Out - Advertising	
772303	NRA Foreign Source	NA	NA	
772400	Professional Service- Lobbying	NA	NA	
772401	Clinical Services	NA	NA	
772898	Contra Expense-Construct Proj	NA	NA	
772899	Contra Expense-HCN Project Exp	NA	NA	
772951	Subcontracts Under \$25,000 - G	NA	NA	
772952	Subcontracts Over \$25,000 - Gr	NA	NA	
773101	Printing	751133	Transfers Out -Printing	
773102	Xerox Copies	751133	Transfers Out -Printing	
773103	Duplicating Services	751133	Transfers Out -Printing	
773105	Typesetting	751133	Transfers Out -Printing	
773201	Carpentry Supplies	751134	Trfrs Out - Materials and Supp	
773202	Electrical Supplies	751134	Trfrs Out - Materials and Supp	
773203	Plumbing Supplies	751134	Trfrs Out - Materials and Supp	
773204	Paint Supplies	751134	Trfrs Out - Materials and Supp	
773205	Maintenance Supplies	751134	Trfrs Out - Materials and Supp	
773206	Janitorial Supplies	751134	Trfrs Out - Materials and Supp	
773207	Airconditioning Supplies	751134	Trfrs Out - Materials and Supp	
773208	Ground Supplies	751134	Trfrs Out - Materials and Supp	
773209	Lock/Keys Supplies	751134	Trfrs Out - Materials and Supp	
773210	Auto Supplies	751134	Trfrs Out - Materials and Supp	
773211	Building & Construction Suppli	751134	Trfrs Out - Materials and Supp	
773301	Office Supplies	751134	Trfrs Out - Materials and Supp	
773302	Duplicating Supplies	751134	Trfrs Out - Materials and Supp	
773303	Information Technology Supplie	751134	Trfrs Out - Materials and Supp	
773304	Computer Supplies	751134	Trfrs Out - Materials and Supp	
773305	Central Stores Supplies	751134	Trfrs Out - Materials and Supp	
773401	Purchases for Resale	751134	Trfrs Out - Materials and Supp	
773402	Software License Resale	751134	Trfrs Out - Materials and Supp	
773501	Gasoline	751134	Trfrs Out - Materials and Supp	
773503	Other Motor Fuel Supplies	751134	Trfrs Out - Materials and Supp	
773504	Auto Tag Expense	751134	Trfrs Out - Materials and Supp	
773601	Educational Supplies	751134	Trfrs Out - Materials and Supp	
773602	Audio Visual Supplies	751134	Trfrs Out - Materials and Supp	
773603	Library Supplies	751134	Trfrs Out - Materials and Supp	
773604	Lab Supplies Chemical	751134	Trfrs Out - Materials and Supp	
773605	Books - General	751134	Trfrs Out - Materials and Supp	
773606	Lab Supplies- Non-Chemical	751134	Trfrs Out - Materials and Supp	
773801	Food Products	751134	Trfrs Out - Materials and Supp	
773821	Data Processing Suplies	751134	Trfrs Out - Materials and Supp	
773902	Athletic Supplies	751134	Trfrs Out - Materials and Supp	
773903	Grounds Supplies	751134	Trfrs Out - Materials and Supp	
773904	Photos, Slides, Movies	751134	Trfrs Out - Materials and Supp	
773905	Medical Supplies	751134	Trfrs Out - Materials and Supp	

GL MAPPING CROSSWALK - REIMBURSEMENTS TO FIU

Account	Account Description	DSO Account	DSO Account Description	Comments
773906	Other Materials and Supplies	751134	Trfrs Out - Materials and Supp	
773907	Pool and Aquatic Supplies	751134	Trfrs Out - Materials and Supp	
773908	Chemical Hazardous	751134	Trfrs Out - Materials and Supp	
773910	Pharmaceuticals	751134	Trfrs Out - Materials and Supp	

SAMPLE INVOICE - EVENT REIMBURSEMENT



Florida International University
Foundation, Inc.

TRANSFER TO FIU

Date:
 Department:

SUPPLIER DATA

Supplier ID:
 Supplier Name:
 Address:
 Invoice Prefix:
 Invoice #: Supplier Inv. Date:

Please note that an invoice number will be automatically assigned if you select a "prefix". Otherwise, please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).

FINANCIAL DATA

FOUNDATION DATA

Project SpeedType:	<input type="text" value="7020010"/>
Project Name:	<input type="text" value="Roary's Operations"/>
Fund:	<input type="text" value="900"/>
Project SpeedType:	<input type="text" value="7020010"/>
Project Name:	<input type="text" value="Roary's Operations"/>
Fund:	<input type="text" value="900"/>
Project SpeedType:	<input type="text" value="7020010"/>
Project Name:	<input type="text" value="Roary's Operations"/>
Fund:	<input type="text" value="900"/>
Project SpeedType:	<input type="text" value="7020010"/>
Project Name:	<input type="text" value="Roary's Operations"/>
Fund:	<input type="text" value="900"/>

GL Account Number:	<input type="text" value="751124 Transfers Out -Ca"/>
Activity (if any) :	<input type="text" value=""/>
Amount:	<input type="text" value="46.98"/>
GL Account Number:	<input type="text" value="751124 Transfers Out -Ca"/>
Activity (if any) :	<input type="text" value=""/>
Amount:	<input type="text" value="170.69"/>
GL Account Number:	<input type="text" value="751121 Transfers Out -Re"/>
Activity (if any) :	<input type="text" value=""/>
Amount:	<input type="text" value="50.00"/>
GL Account Number:	<input type="text" value="751131 Trfrs Out - Parkin"/>
Activity (if any) :	<input type="text" value=""/>
Amount:	<input type="text" value="25.00"/>

UNIVERSITY DATA

Activity SpeedType:
 Activity Name:

GL Account Number:
 Amount:

GRAND TOTAL:\$292.67

DESCRIPTION AND BUSINESS PURPOSE

Business Purpose:

Expense reimbursement request related to events that took place during the month of February 2019. Events were held on 2/26/19 and 2/28/18. Please refer to trandata report for complete business purpose and also copies of the event flyer/announcement, list of attendees and expense receipts for each event.

Attachments: : Event Notice/Agenda : Original, Detailed Meal/payment Receipts : List of Attendees : Trandata/Payroll detail report(s)

Special Instructions: : Pickup

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

APPROVALS

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	PID	Name	Date	Phone
Initiator	<input type="text" value="1415468"/>	<input type="text" value="Jacqueline Gonzalez"/>	<input type="text" value="03/28/2019"/>	<input type="text" value="(305) 348-2359"/>
VP Or Designee:	<input type="text" value="Select..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Reason for VP signature: Spouse attendance, Gifts over policy limits

EVENT FLYER

A

LIST OF ATTENDEES & AFFILIATION

A

	Name	Affiliation
1		
2		
3		
4		
5		
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11		
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14		
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23		
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25		

**

*****If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).***

COPY OF RECEIPT

A

EVENT FLYER

B

LIST OF ATTENDEES & AFFILIATION

B

	Name	Affiliation
1	There were over 150 guests in attendance. Event was open to the university community and included students, faculty and staff.	
2		
3		
4		
5		
6		
7		
8		
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10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		**

****If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).**

COPY OF RECEIPT

B

CATERING

COPY OF RECEIPT

B

RENTAL OF MICROPHONE

COPY OF RECEIPT

B

PARKING PERMITS

SAMPLE INVOICE - TRAVEL REIMBURSEMENT



Florida International University
Foundation, Inc.

TRANSFER TO FIU

Date:
 Department:

SUPPLIER DATA

Supplier ID:
 Supplier Name:
 Address:
 Invoice Prefix:
 Invoice #: Supplier Inv. Date:

Please note that an invoice number will be automatically assigned if you select a "prefix". Otherwise, please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).

FINANCIAL DATA

FOUNDATION DATA

Project SpeedType:
 Project Name:
 Fund:
 Project SpeedType:
 Project Name:
 Fund:
 Project SpeedType:
 Project Name:
 Fund:

GL Account Number:
 Activity (if any) :
 Amount:
 GL Account Number:
 Activity (if any) :
 Amount:
 GL Account Number:
 Activity (if any) :
 Amount:

UNIVERSITY DATA

Activity SpeedType:
 Activity Name:

GL Account Number:
 Amount:

GRAND TOTAL: \$297.27

DESCRIPTION AND BUSINESS PURPOSE

Business Purpose:

Expense reimbursement request for Roary's travel related expenses for expense report #123456 and TA #123456. Roary attended a conference in Tampa, FL for professional development purposes from 7/10/17 to 7/13/17. Attached please find copy of TA, Expense report and corresponding receipts for this travel.

Attachments: : Event Notice/Agenda : Original, Detailed Meal/payment Receipts : List of Attendees : Trandata/Payroll detail report(s)

Special Instructions: : Pickup

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

APPROVALS

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	PID	Name	Date	Phone
Initiator	<input type="text" value="1415468"/>	<input type="text" value="Jacqueline Gonzalez"/>	<input type="text" value="03/28/2019"/>	<input type="text" value="(305) 348-2359"/>
VP Or Designee:	<input type="text" value="Select..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Reason for VP signature: Spouse attendance, Gifts over policy limits

Send Back:

Reason:

Department ID	Account #	FIU02 GL ACCOUNT	Descr	Transaction Amount	Vendor ID	REF	BUSINESS PURPOSE	Vendor Name	Invoice #	AR/ ProCard/G L Hdr Ref	Journal ID	Journal Date	Journal Line Descr	Fund	Program	Site	Account ing Period	Budget Period	Activity Nbr	ID	Name	Merchant
231001000	711213	751105	Airfare - In State	138.98	0000030402	A	Roary attended a conference in Tampa, FL for professional development purposes from 7/10/17 to 7/13/17. \$138.98 represent airfare charges. Refer to TA #123456.	JP MORGAN CHASE COMMERCIAL CARD SERVICES	CCFEBSTMT20180228_0000138	00123456	AP00985448	3/21/2018	TA123456 ROARY FICC Airf	604	46	01	9	2018	1234567891	1234567	Roary	SILVER AIR
231001000	711213	751105	Airfare - In State	50.29	0000030402	B	Airfare charges. Refer to TA #123456.	JP MORGAN CHASE COMMERCIAL CARD SERVICES	CCFEBSTMT20180228_0000138	00123456	AP00985448	3/21/2018	TA123456 ROARY FICC Airf	604	46	01	9	2018	1234567891	1234567	Roary	SPIRIT AIRL
231001000	711211	751103	Per Diem - In State	108.00	0000030402	C	Per diem charges for Roary's trip to Tampa, FL. Refer to TA #123456.	JP MORGAN CHASE COMMERCIAL CARD SERVICES	CCFEBSTMT20180228_0000138	00123456	AP00985448	3/21/2018	TA123456 ROARY FICC Lodg	604	46	01	9	2018	1234567891	1234567	Roary	EMBASSY SUITES TAMPA
TOTAL:				297.27																		

COPY OF TRAVEL AUTHORIZATION

Make sure that the TA shows the "Benefit to FIU or Project Field"

COPY OF EXPENSE REPORT COVER PAGE

Remember to reference the expenses listed on the expense report cover page to each corresponding receipt.

**COPY OF CONFERENCE AGENDA/
TRAVEL ITINERARY**

COPY OF RECEIPT

A

AIRFARE - Include detailed receipt showing type of airline ticket purchased.

COPY OF RECEIPT

B

AIRFARE - Include detailed receipt showing type of airline ticket purchased.

COPY OF RECEIPT

PERDIEM - Include how the per diem total amount was calculated per day.

Per Diem Breakdown:		B=\$6.00, L=\$11.00, D=\$19.00	
Date	Meals	Amount	
7/10/2019	B, L, D	\$	36.00
7/11/2019	B, L, D	\$	36.00
7/12/2019	B, L, D	\$	36.00
7/13/2019	Meals provided	\$	-
	Total:	\$	108.00