**FY24 Budgetary Procedures for the School of Music**

SSC Contact Info:

Visit the SSC website [www.ssc.ku.edu/cps](http://www.ssc.ku.edu/cps)
 John Fitzgerald – Finance-sscfinancemusic@ku.edu

Allison Johnson-Finance Manager arjohnson@ku.edu
Dea Fitch– Finance (Backup for Music)
Kelly Streeter – HR Specialist streeter-k@ku.edu
Susan Phillips – HR Coordinator Susan.Phillips@ku.edu
Angie Caylor – HR Manager acaylor@ku.edu

Diane Etzel-Wise – Research Manager
Caitlin Wedel SSC Director caitlindaywedel@ku.edu

Melissa Cole -Benefits mcole@ku.edu

**TO ALL SCHOOL OF MUSIC FACULTY AND STAFF:**

**SOM Procedures**
 *Links to all the required forms are available on the KU SOM Resources and Form page.*
**For Invoices and Reimbursements only.**
Please be sure that all documents, travel reimbursements and/or invoices have your name and contact info attached. Please scan and email them to our SSC Accountant, John Fitzgerald and copy Lisa Shaw.
**Placing Orders:**
**Faculty** **must have the approval from your Area Coordinator** before placing any orders.
Staff orders for all areas but Band must have the approval from the Director of Finance, Lisa Shaw
Accounting Specialist for School of Music is **John Fitzgerald.**
Phone: Ph (785) 864-0977
Email:   sscfinancemusic@ku.edu

 **Student Employment & HR Related Questions:**
Only those areas with a student budget allocation will have approval for student hires. Be sure to copy me on all requests.
**For Staff, Students and GTA’s, contact Kelly Streeter for HR related needs.**
streeter-k@ku.edu

**For Faculty related questions contact Susan Phillips** **susan.phillips@ku.edu**

**TRAVEL REQUIRMENTS: FY24 Faculty Travel Allocation $1,000**

1. Submit your request on the SOM Faculty/Staff Travel online database.  **Link:** <https://music.ku.edu/resources-students-faculty-staff>
2. Once your request has been reviewed, you will receive an email from SOM. The email will state that your request has either been approved or denied. If approved, it will state the amount of reimbursement you will receive.
3. All reimbursable travel must be booked through the Concur Travel System. No exceptions. **This includes all car rental request, as well.**
4. You will be required to submit all your travel receipts directly to the SSC Accountant, via email, upon your return. Please retain the SOM approval email. For you will need to attach it to your Concur travel request.
5. Log into **Concur.** The first time you log in, you will need to create a profile.
6. <https://financial-management-systems.ku.edu/projects-overview>
7. Submit your travel request and be sure to attach a copy of the email you received from the SOM with your travel approval.

When you return from your travels, scan your travel reimbursement documents, and send **directly** **to** **John Fitzgerald**, in the SSC

**You will be required to provide a written daily itinerary of your travels. If you are attending a conference, then provide a copy of the conference itinerary.**

Please be sure to put your name and email address on all the documents. Submitted your receipts in a timely manner. *If receipts are not received before 60 days of your return, your reimbursement will be taxable*.

Travelers paying for a hotel with his or her own personal credit card CAN pre-pay for their entire hotel stay, through **Concur.** No reimbursements will be processed until the traveler has returned, from their travels.  If they are paying with a UKANS (state funded p-card,) they can only pre-pay for a 1-night deposit/hold.

If you are not seeking any travel reimbursements from any State or Endowment funding sources, then you are free to book your travel outside the Concur Travel System.

**Please Direct All Travel Related Questions to:**

Lori Gutsch
Assistant Director, Travel Services
Financial Services
Carruth O'Leary
Ph (785) 864-5616

**Van rental must be booked directly though Enterprise.**

 Please submit the Enterprise Van Rental form to Lisa Shaw for prior approval.

The use of the University Pcard and State contract covers only those vehicles designed to carry a maximum of eight passengers, including the driver.  A minivan holds eight passengers including the driver.  If a vehicle designed to carry more than 8 people is needed, the university **strongly recommends purchasing collision coverage.**

**Payments for Guest Artist or Lecturers:**
Please use only the attached FY24 Invoice Payment Form and tax forms.   The form is a two- part form, that will need to be completed by you.  On the form is a link to the Decision Tree that must be completed, and submitted, along with the first page of the Invoice Payment Form. The Decision Tree link is in the 3rd paragraph on the Invoice Payment Form. It is highlighted in blue. The tax form is completed by the guest.

**Invoice Payment Form:**

* Any payment **other** than for guest lecture, guest artist, editing, proofreading, student performance, participation, or general labor services, must be reviewed by General Counsel, first. Any payments for services rendered over the amount of $1,499, will require a separate contract from General Counsel.

 Please submit your request to Lisa Shaw**.**

If your guest or lecturer is an international, please consult with Heather Campbell hcamp@ku.edu Phone (785) 864-9349**.**  All payments to international guest will require a photocopy of a valid visa, passport, and W8-BEN form.

**KUEA-Endowment**
All expenditures and/reimbursements should be sent or scanned directly to John Fitzgerald in the SSC, and copy Lisa Shaw.

**Parking Pass for Guest**:

If you are in need of a garage-parking pass for your guest, contact Terri Morris. Advance notice is required to avoid a parking ticket.

**Here is the information that is required to obtain a parking pass for your guest:**

Name

Email address

Phone Number

Make and model of the vehicle

Vehicle color

Number of doors

License plate number and state

**Please view the attachments below:**

*Links to all the required forms are available on the KU SOM Resources and Form page.*

FY24 Enterprise Van Rental Form
FY24 Fiscal Year Pay Calendar (Academic Pay Calendar)
FY24 Faculty Travel Application Link

FY24 Wunsch Recruitment Allocation Request Form- on the KU School of Music website under Faculty & Staff Resources
FY24 Invoice Payment Form w/ Example of Decision Tree Form
FY24 W-9 Form
FY24 W8- BEN
FY24 Employee Reimbursement