

University policy requires that the recipient submit the request for reimbursement, together with required receipts, to the appropriate departmental staff within 21 days (about 3 weeks) of the date of the activity or the award.

How reimbursement and transfer of funds works for the Professional Development Fund Awards

The awardee is responsible to familiarize themselves with the [UC travel and expense policies](#), and contact their departmental administrative manager for detailed instructions on the award allocation process since each department may do it different.

Important policies to keep in mind:

1. Expenses for alcoholic beverages will not be reimbursed;
2. Expenses related to stays beyond what is 'reasonable and customary' will not be reimbursed; and durable items purchased with University funds require additional documentation prior to reimbursement and remain the property of the University.
4. Reimbursement is based on actual expenses, up to the amount of the award, not necessarily the awarded amount.

PROCESS STEPS

1. The Departments FAO or Administrative Manager processes the travel reimbursement in Concur according to department policy or as directed by FAO.
2. The awardee includes all receipts and necessary descriptions for reimbursement.
3. The Department (FAO) processes the reimbursement through department funds to the awardee.
4. FAO sends copies of all accounting backup documentation to our office (academicpersonnel@ucr.edu) with Unit 18 Reimbursement Request in subject line.
5. Once documents are reviewed by our office, we send to appropriate Financial Services Analyst who then reimburses the department via BEA (*on the back-end*).