# Financial Manager Information Packet

## Finance & Operations Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Fugate</td>
<td>Business Officer</td>
<td><a href="mailto:kim@bren.ucsb.edu">kim@bren.ucsb.edu</a></td>
<td>805.893.3540</td>
<td>Bren 2516</td>
</tr>
<tr>
<td>Frank Soares</td>
<td>Payroll/Travel Coordinator</td>
<td><a href="mailto:fsoares@bren.ucsb.edu">fsoares@bren.ucsb.edu</a></td>
<td>805.893.6114</td>
<td>Bren 2522</td>
</tr>
<tr>
<td>Briny Litchfield</td>
<td>Purchasing Coordinator</td>
<td><a href="mailto:briny@bren.ucsb.edu">briny@bren.ucsb.edu</a></td>
<td>805.893.6114</td>
<td>Bren 2522</td>
</tr>
<tr>
<td>Amy Burgard</td>
<td>Finance Manager</td>
<td><a href="mailto:amy@bren.ucsb.edu">amy@bren.ucsb.edu</a></td>
<td>805.893.7457</td>
<td>Bren 2514</td>
</tr>
<tr>
<td>Dee White</td>
<td>Resource Coordinator</td>
<td><a href="mailto:dee@bren.ucsb.edu">dee@bren.ucsb.edu</a></td>
<td>805.893.8452</td>
<td>Bren 2400A</td>
</tr>
<tr>
<td>Sage Davis</td>
<td>Building Manager</td>
<td><a href="mailto:sage@bren.ucsb.edu">sage@bren.ucsb.edu</a></td>
<td>805.448.0028</td>
<td>Bren 1016</td>
</tr>
<tr>
<td>Bj Danetra</td>
<td>Events Coordinator</td>
<td><a href="mailto:bj@bren.ucsb.edu">bj@bren.ucsb.edu</a></td>
<td>805.252.0552</td>
<td>Bren 2508</td>
</tr>
</tbody>
</table>

## Financial Team Aliases

- travel@bren.ucsb.edu – For travel-related requests and inquiries (routed to: Frank, Dee, Amy, Kim)
- purchasing@bren.ucsb.edu – For information and questions about purchasing (routed to: Briny, Amy, Frank, Kim)
- finance@bren.ucsb.edu – For any other financial questions or concerns (routed to: Kim, Amy)
- personnel@bren.ucsb.edu – For questions related to hiring (routed to: Frank, Kim, Amy)
**Funding**
Each Group Project is provided a total budget of $1,500* (state funding).

- $1,300 for supplies, materials, travel, etc.
- $200 for Bren Printing (photocopying and printer quota)
  - Group will decide on allocation of the $200 of printer funds. e.g. one designate assigned to print or can split funding between all group members. Funds will be allocated to each member’s personal printing account.
  - Contact Briny at briny@bren.ucsb.edu to request printing fund allocation and copier codes.
  - Printing costs: black and white = $.06/page; color = $.12/page
  - Overdrafts on print funds will be routed to personal BARC accounts.

*Note: some clients provide additional funding to their group

**Additional Funding Information**

**Extramural Funding types**

- **Paid Direct**
  - Funds given directly to group project for use
  - Client pays for expenditures like travel
  - No contract required to receive funding

- **Gifts**
  - Funds given to UCSB with general direction for use
  - No Deliverables
  - Generally unrestricted uses
  - No contract required to receive funding
  - **DO NOT contact donors directly.** Communication with donors is made by the Development Team – Andrew Krupa and Lindsey Kaplan

- **Contracts and Grants**
  - Funds given to UCSB with specific stipulations
  - Deliverables – Progress reports and findings
  - Funding uses restricted by contract and university C & G rules
  - Official university signature and approval from the Office of Research required to accept funding
  - All C & G activities run through the Financial Team – Kim Fugate and Amy Burgard
  - Potential Indirect Cost

**You are not authorized to sign anything or enter into any agreements on behalf of the University of California!**

- This includes Memos of Understanding, Confidentiality Agreements, Non-Disclosure Agreements
Sample Budget

SAMPLE BUDGET

Project Code GPxxx

<table>
<thead>
<tr>
<th>Vendor Name/Payee</th>
<th>Expense Details</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Budget</td>
<td></td>
<td></td>
<td>$1,800.00</td>
<td></td>
</tr>
<tr>
<td>Alternative Copy</td>
<td>Group Poster</td>
<td>Purchase Order</td>
<td>$150.00</td>
<td>$1,150.00</td>
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<tr>
<td>Office Max</td>
<td>Pens/Paper</td>
<td>Purchase Order</td>
<td>$25.00</td>
<td>$1,225.00</td>
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<tr>
<td>Ellie Mae</td>
<td>Meal reimbursement - Breakfast meeting, off site with client</td>
<td>Entertainment Form</td>
<td>$29.29</td>
<td>$1,095.71</td>
</tr>
<tr>
<td>Ellie Mae</td>
<td>Personal vehicle mileage - Travel to meet with client,</td>
<td>Domestic Travel Form</td>
<td>$55.35</td>
<td>$1,040.16</td>
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<tr>
<td>Graphics Plus</td>
<td>Graphic Design for folders</td>
<td>Purchase Order</td>
<td>$500.00</td>
<td>$540.16</td>
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</tbody>
</table>

Purchasing

Purchasing procedures

- The preferred purchasing method is to send purchasing requests to the purchasing@bren.ucsb.edu alias.
- Orders are placed by the Bren Financial Team, and the requestor will be notified when the item has arrived.

Reimbursements

- Purchasing GP materials and then getting reimbursed is allowed but generally discouraged.
- Original receipts are required for all expense claims.
- Submit original receipts to Briny Litchfield noting what the expense was for and what Project Code to charge.

*Reimbursement forms can be found on the Bren website or picked up in Bren 2522.*

Travel

Allowable Expenses

- Transportation
  - Airfare – economy only
  - Train/Bus/Taxi (no limo service)
  - Rental Car and Gas – Deny insurance coverage
  - Personal Car Mileage – Currently $0.56 per mile
  - UCSB vehicle rentals (At least 2 weeks notice required)
- Hotel
- Food
  - Domestic – up to $71 for a 24 hour period, with original itemized receipt(s)
  - International – Per diem per State Department website
- Conference Registration
- Parking

**Non-allowable Expenses**
- Alcohol (state funds)
- Personal Entertainment
- Limos/Hotel Suites/First Class Airfare, upgrades non-refundable
- Internet Package Deals

**Travel Reimbursements**
- Fill out the correct form for domestic or foreign travel
- Travel must take place prior to reimbursement
- Names must appear on all receipts
- Turnaround time for reimbursement checks ~ 4-6 weeks

**Travel Advances**
- 2 Weeks to process
- Must complete Travel Advance Worksheet
- Check will be sent to address indicated on form
- Must submit travel voucher to the Bren Financial Team no later than 30 days upon completion of travel

For booking trips or questions about travel, please email travel@bren.ucsb.edu. 
*All travel forms can be found on the Bren website or picked up in Bren 2522.*

**Entertainment**
Entertainment is typically an out-of-pocket reimbursement. Project funds may be used to provide meals at business meetings
- Light refreshments and simple meals are allowable (e.g. bagels and coffee, light lunch)
- Not for celebratory events
- **Clients/stakeholders/advisors from off campus must be present.**

To collect an entertainment reimbursement, please fill out the Business Meeting/Entertainment Worksheet (available on the Bren website or in Bren 2522)
- Documentation that must be included with the form includes:
  - Itemized Receipt
  - Names of all attendees
  - Affiliation
  - Reason for business meeting
**Employment**
Hiring someone to work for your Group. Examples include:
- Editing
- Compiling Research
- Surveys

**Talk to us before offering anyone a job!!**

Questions we have to ask
- Are they legally allowed to work in the US?
- Do they already work elsewhere on campus?
- Do they have a SSN or ITIN?
- Should they be a contract employee?
- Is there a conflict of interest (i.e. friend, relative, spouse etc...)

**Contracts for Services**
- Personal Services Agreements
  - Business Services
    - Request for Services doc
    - At least 2 weeks in advance
    - Insurance requirements
    - Plan way in advance!
- Letter Agreement
  - Small total cost
  - Done in Bren
- Arms Length Policy = No Friends/Family/Co-workers
- Must be eligible to work in US

**Telephone/Conference Calling**
Each group will be given a unique five-digit Authorization Code for calling off campus.
- Can be used from any UCSB phone
- Can be used for conference calls when dialing out to 1 or 2 outside parties*
- All costs for making calls charged to your GP code
- Billed in arrears

*For calls to more than 2 outside parties, groups must set up Ready Talk conference calling. Must request ReadyTalk set-up from Amy at least 24 hours in advance (amy@bren.ucsb.edu)
Parking Permits
All permits must be requested through the financial team (dee@bren.ucsb.edu). There are 4 types of parking passes:

- Guest Parking - $8/day. Park in student/visitors lots. Closest Mesa Parking Structure (lot 18).
- Three-hour passes - $6/three hours. Park in any faculty/staff/student lot, including Bren Lot.
- VIP Permits - $10/day. Park in any faculty/staff/student lot, including Bren Lot.
- Reserved Space - $30/day – Specific parking space reserved in any lot.

Most groups get their visitors either a three-hour pass or a VIP Permit, as those allow for parking in the lots closer to Bren Hall.

Forms & Information
All forms and financial information can be found on the Bren website under Internal Services → Financial Services. http://www.bren.ucsb.edu/services/accounting.htm