



Faculty of Arts/External Grants Reimbursement Instructions

The **Faculty of Arts Research Accounts Support Officer (RASO) – Tammy Fuoco** provides individual researchers with administrative, financial and technical support; monitors accounts and provides reports, assist with hiring research staff and related administrative matters. The Faculty of Arts RASO also administers startup funds.

Contact Information

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You may search for phrases in this PDF by pressing Ctrl-F (PC) or Command-F (Mac).

For expenses being reimbursed to the Principal Investigator

When submitting **travel expenses** to be reimbursed for yourself, use the 2-page [Research Travel Authorization \(RTA\) – PI Form](#). All of the highlighted areas must be filled out and the form must be signed by you and your Department Chair.

For all **non-travel expenses**, the [Expense Reimbursement Authorization Form](#) must be filled out.

For expenses being reimbursed to someone other than the Principal Investigator

When a **travel expense** reimbursement is requested for someone other than yourself, use page 1 (research travel authorization) of the [Research Travel Authorization \(RTA\) – Non-PI Form](#). All of the highlighted areas must be filled out and the form must be signed by you and the traveler. It **does not** require the signature of your Department Chair.

The Faculty of Arts RASO will also provide you with a unique Cheque Requisition Form for the reimbursement process. This form must be provided by the RASO since there is unique identifier and it is not reusable.

For all **non-travel expenses** – the Faculty of Arts RASO will also provide you with a unique Cheque Requisition Form.

For P-card expenses

Once you receive your P-card and begin charging expenses, you will have to reconcile these expenses to a cost centre. The reconciliation is done through I-Expense. You can submit all the original receipts (to be reconciled to your 51 research grant) to the Faculty of Arts RASO along with [Expense Reimbursement Authorization](#)

Form-PCARD. This form must be signed by you and your Chair. The Faculty of Arts RASO Tammy Fuoco will reconcile these expenses on your behalf.

Other Forms & information

Travel Advance (for everyone)- if you (or someone other than you related to the grant) would like to request a Travel Advance, the Faculty of Arts RASO will require a **Travel Advance Form** and an **Research Travel Authorization (RTA) Form**. The Faculty of Arts RASO will provide you with **Travel Advance Form** as needed since it has unique identifier and cannot be reused.

The travel advance can be requested for future travel and the advance must be cleared upon return. Advance should be requested a **minimum 1 month** before the expected travel, as the advance must go through a series of approvals before a cheque is cut to you.

Expenses less than \$100 will be paid through **Petty Cash** (for you or others). The Faculty of Arts RASO will send you the **Petty Cash Form** as needed. It is highly recommended for researchers to set up the **Electronic Fund Transfer (EFT)**. EFT will eliminate cheques being mailed to you (for reimbursement). Instead the reimbursement will be transferred electronically. If you would like to set up EFT, please contact the Faculty of Arts RASO for the application forms.

If you have an invoice that needs to be paid, please sign the invoice, indicate the Cost Centre # and e-mail the invoice to the Faculty of Arts RASO to setup a Purchase Requisition for payment.

For questions regarding overhead expenses, please contact the Faculty of Arts RASO.

Please note that only original receipts are accepted for ALL expense claims.

External Grant Hires

If you would like to hire an RA, Post Doc etc., please send along all the information to the Faculty of Arts RASO.

- Name & Email of Hire
- Start & end dates of contract
- Hourly wage
- Hours per week
- Cost centre to charge (external grants or startup grants only; see your department assistant for access to internal funds)

Please note that most hires through the external research grants must use timesheets/positive hours, and the hours reported by your hires must be approved through eHR. For more information, please visit the eHR Manager self-service tutorials:

<https://www.ryerson.ca/hr/learning-workshops/how-to-eHR/time-management/>

For additional information regarding hiring research staff, please consult the HR website:

<https://www.ryerson.ca/hr/manager-resources/hiring/hiring-research-staff/>

If you need any information related to your External Research Grant, you can contact the Faculty of Arts RASO at any time.

Research Information System (RIS)

The **Research Information System (RIS)** helps you track your funded proposals and other research-related agreements. To access the RIS, please follow the instructions on the Office of the Vice-President, Research & Innovation page:

<https://www.ryerson.ca/research/resources/funding/ris/>

Forms

Forms available on Faculty of Arts Grants and Funding website

[Research Travel Authorization \(RTA\) Form \(PI\)](#) – PI Travel expenses

[Research Travel Authorization \(RTA\) Form \(Non-PI\)](#) – Non-PI Travel expenses

[Expense Reimbursement Authorization Form](#) – All Non-travel expenses

[Expense Reimbursement Authorization Form – PCARD](#)

Forms provided by RASO

Cheque Requisition Form

Travel Advance Form

Petty Cash Form

Electronic Fund Transfer (EFT) Application Form