KSCEA Professional Enhancement Funds - Reimbursement Memo/Email to Faculty

Dear Colleagues - I am writing with information & forms related to our Professional Enhancement Funds accounts, with instructions on how to be reimbursed from your individual account. This year, our contact person in the Business Office is Abby Holmes (Abby.Holmes@keene.edu), Senior Financial Planning & Analysis Specialist. She is looking forward to assisting us with reimbursement requests.

Our Collective Bargaining Agreement (i.e., ‘master contract’) is available on the web here: <https://www.keene.edu/administration/academic-affairs/assets/documents/kscea-contract/download/>. Contract language on professional enhancement accounts is given on pp. 56-57 (Article XIX / B, Professional Enhancement Funds). All members of the KSCEA bargaining unit began the new fiscal year (FY24) on 7/1/23 with $1800. Many faculty have a remaining amount from the prior year in addition to that amount. If you want to know the total amount available to you this year, please contact Abby Holmes (Abby.Holmes@keene.edu).

To request reimbursement from your PE Funds account:

Fill out the ‘Personal Reimbursement Form’ and send that form with receipts to Abby.Holmes@keene.edu. The form is geared toward travel expenses, but it is to be used for non-travel expenses, too. When filling out the form for non-travel, list the expenses in the part of the sheet marked Business Expenses (Row 58ff). This form is updated each time there is a change to the federal mileage reimbursement rate so if your form no longer works properly, please visit here to download the latest version: https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/SitePages/Travel-%26-Expense-Forms-Library.aspx

Purchases involving equipment, machinery, tools, and electronics (including computers and

peripherals, iPad, or tablet) also require the attached pdf marked ‘PE Funds Computer & Equipment Form’ which explains the tax implications of having an item be personal property versus KSC owned. This form requires a signature from Interim Dean Sue Castriotta (sue.castriotta@keene.edu).

If computers, computer enhancements, or ‘equipment’ are part of the reimbursement and will ultimately become college property, there is a line on the form for an IT Group rep to sign. Please contact the IT Help Desk (helpdesk@keene.edu) and someone will contact you. As a reminder, computer and equipment purchases with PE funds do not necessarily become College property. There are tax implications for things like tablet or computer purchases if we want to claim ownership, but it is troubling that surrendering ownership of new devices to the College bought with these funds inadvertently supports the poor replacement cycle we now have.

Further instructions & tips, from Abby Holmes:

**MOST COMMON REASONS FOR A REIMBURSEMENT TO BE RETURNED:**

* All reimbursements are paid **after** the expense has been incurred, including travel/conferences. If you have not gone on the trip yet, please don’t submit for reimbursement. If you have not yet received the item, please do not submit for reimbursement.
* Receipts should show that the item was paid for. An example of this is: Visa card ending 4989. If it does not have the card type and last 4, you will need to show a screenshot of the expense hitting your bank or card.

Other useful information:

* You have until May 15 to use the **prior year’s** PE funds. That means that the May 15, 2024 deadline refers to LAST YEAR’s $1750 alloment. This year’s $1800 allotment is available until May 15, 2025.
* This year all PE funds are charged to 5U0000 KSAPEF so you are welcome to fill that in on the Personal Reimbursment Form. If it is missing, Abby will include it.
* PE fund purchases can also be made using ushop or pcards. Please communicate with Abby and your admin if you are making a purchase that way.
* FOC will reply back to the recipient and Abby with any requests for missing information and then with a date that the reimbursement will be disbursed.
* The payment will come by whatever way the faculty members has their AP set up in WISE. (This is a separate setting from how we have payroll set up and can be check or direct deposit.)
* Any receipts submitted 60+ days after purchase are taxable as well as any items that will be personal property.
* PE funds cannot be used for office furniture. If you have a need for office furniture that you believe should be an exception to this rule, please email Kim Harkness and Abby about it.
* Receipts should be itemized showing each item paid for with proof of payment. We often see Amazon receipts that say “not shipped yet” which are not acceptable. We will accept an Amazon receipt that has the ship date & amount paid.
* All reimbursement should have their USNH Id number (9-digit number that may be found in WISE). **Your USNH ID is not the number on your OWL CARD**. Also lso include their Mailing Address. Many times, a faculty member does not have direct deposit and we do not know where to send the check.
* The Traveler or Requestor must provide a certified signature or “wet ink” signature or an email showing they submitted the reimbursement. The campus IT department can assist with showing them how to create a certified signature or DocuSign.

Finally:

If you are having trouble with the process outlined here, are unfairly denied reimbursement, or have any questions/issues related to your PE Funds account, please contact the following KSCEA Executive Board members:

Bill McCullough, President (william.mccullough@keene.edu)

Sarah McGregor, Vice-President (sarah.mcgregor@keene.edu)

Pete Stevenson, Negotiations (pstevens@keene.edu)

Joseph Darby, Communications (jdarby@keene.edu)

With kind regards to all,

Joe Darby

Music Department

KSCEA Executive Board