

Congratulations on your FY24 Career Development award!

You may begin spending down your award on or after July 1, 2023 when the new fiscal year begins.

All reimbursement requests must be initiated by the requestor or the department via Workday. When the requests are submitted in Workday, the Office of the Provost will review and approve the expense appropriately. Be sure to refer to your award letter for the award amount. The Office of the Provost expects that all reimbursement requests adhere to the University-wide travel policy and procedures.

All travel and expense reimbursement requests should be submitted within 60 days of incurring the expense. In order for the University to be IRS-compliant, any reimbursements submitted to Accounts Payable after 60 days will be considered taxable income. Include the following information when submitting in Workday:

**Cost Center:** CC10037

**Memo:** Career Development Award – Your name and last name

**Receipts:** Provide clear copies of every itemized receipt. Credit card receipts are not acceptable.

## **PURCHASING**

When purchasing goods or services, you may submit the invoice in Workday as a Supplier Invoice or Requisition and charge the expense to the cost center above. If assistance is needed, please contact Workday Customer Care center at extension# 5000 and select option 1 for Finance assistance.

## **TRAVEL**

All travel must be in accordance with MSU's [Travel Regulations](#) and lodging, meals and mileage rates established by the [US Government Service Administration \(GSA\)](#). For any overnight travel, awardees must complete a [Spend Authorization](#) in Workday. The Spend Authorization must be approved prior to departure.

If you plan to travel outside of the United States, awardees need to complete the following two processes prior to your travel out of the country:

### **1. The Global Compliance and Export Control**

- Complete the self-screen checklist - [Export Control Checklist](#).
- Complete the on-line training Montclair CITI export program.
- Both the self-screening checklist and the certificate of completion of the on-line training must be emailed to [exportcontrol@montclair.edu](mailto:exportcontrol@montclair.edu). You may visit the website, for more information on [Global Compliance and Export Control](#).

### **2. Outside Activity/ Employment Questionnaire**

- Please contact Jessica Montesdeoca to initiate the Outside Activity/ Employment Questionnaire in Workday. Once initiated, the questionnaire will be available in your Workday Inbox.

If you have any questions or concerns regarding your Career Development award, please feel free to contact Jessica Montesdeoca at ext.# 4280 or by email at [montesdeocje@montclair.edu](mailto:montesdeocje@montclair.edu).