

CHAIR'S COMMITMENT REQUEST FORMAT

Revised December 29, 2016

EMAIL BELOW INFORMATION TO RAELEN MAN (rman@mednet.ucla.edu)

1. Name of Chair's Commitment (e.g. Smith start-up)
2. Time Period for Expenses Incurred (e.g. April – June 2015)
3. Total \$ Amount of Request
4. Full Accounting Unit (FAU) to Reimburse

Also, here are a few additional instructions:

- A. Include only **ONE Chair's Commitment request per email**. Do not include multiple reimbursement requests within the same email.
- B. Required Attachments: Attach the QDB download of expenses as backup.
 - a. Do NOT include QDB downloads from previous requests. All backup documents should match expenses in the email request, so do not unnecessary sheets.
- C. Payroll Reimbursements (e.g. Chair's Commitment to support a SRA): Base your reimbursement requests on the **Payroll Ledger**, not the General Ledger, as the GL includes accrued costs.
- D. Frequency: Requests for reimbursements on a **quarterly basis** are preferred.
 - a. Do not cross fiscal years in your request, unless the Chair's Commitment time period also crosses fiscal years (e.g. Chair's Commitment is for Nov 2016 – Oct 2017).
- E. Deadline: Each year, all Chair's Commitments requests are due by the last working day in September for the previous FY (e.g. Sept 28, 2017 for FY 16-17 commitments). All requests made after this due date require exceptional approval by Farah.

All Chair's Commitment requests that do not follow this format will be returned!

SAMPLE REQUEST

 Send	To...	<u>Man, Raelen;</u>
	Cc...	
	Subject	<u>Chair's Commitment - Cardiology (1553) - Joseph Bruin - Fall 2016 (Oct-Dec 2016)</u>
Attached	J.Bruin_ChairCommit... 22 KB	

Hi Rae,

Please see below for the Chair's Commitment reimbursement request for Dr. Bruin.

1. Name of Chair's Commitment: Joseph Bruin Travel
2. Time Period for Expenses Incurred: Fall 2016 – October-December 2016
3. Total \$ amount of request: \$3,677.01
4. FAU to reimburse: 401357-JB-62165-05

See attached QDB report as back up. Let me know if you have any questions. Thanks!

GL: 401357-JB-62165 SINCE NOVEMBER 2016 Date: 12/29/2016																
Trans Ref GL	Sub	Ledger Year Month	Project	Object	Account	CC Fund	Sub-Object Title	Source Code	TE	Trans ID GL	Trans Doc Date	Trans. Eff. Date	Description	Appropriation	Expense	Encumbrance and Memo Lien
JOSEPH BRU	05	201612	TRAVEL	2000	401357	JB 62165	TRAVEL-IN-STATE AND I	41		999942	11/28/16	12/6/2016	BRUIN,JOSETR01053744		1,119.92	
JOSEPH BRU	05	201612	TRAVEL	2000	401357	JB 62165	TRAVEL-IN-STATE AND I	41		999942	11/28/16	12/15/2016	BRUIN,JOSETR01053750		2,157.09	
JOSEPH BRU	05	201612	TRAVEL	2100	401357	JB 62165	TRAVEL-CONFERENCES	41		999942	11/28/16	12/15/2016	BRUIN,JOSETR01053750		400.00	
Trans Ref GL LINDA L DE														0.00	3,677.01	0.00
Trans Ref GL Grand Total														0.00	3,677.01	0.00