

CHAIR'S COMMITMENT REQUEST FORMAT

Revised January 5, 2022

New reimbursement request process effective January 1, 2022.

Complete [Online Chair's Commitment Reimbursement Request Form](#)

1. Online form requires Mednet user login
2. Form requires the following information:
 - a. Division Name
 - b. Faculty Member Name
 - c. Description of Chair's Commitment* (e.g. Start-up)
 - d. Time Period for Expenses Incurred (e.g. Q2: October – December 2021)
 - e. Total \$ Amount of Request
 - f. Full Accounting Unit (FAU) to Reimburse
 - g. Comments – if applicable/necessary
3. Upload Excel QDB Reports (detailed closed and/or employee sum, in separate tabs) for all requested periods in a **single** Excel workbook

Additional Instructions:

- A. *Include only **ONE Chair's Commitment request per online submission**.
 - a. DO NOT include multiple different commitment reimbursement requests within the same submission.
 - b. You can include multiple reimbursement quarters for the SAME Chair's Commitment within the same submission. Best practice, though, is to submit a request quarterly.
- 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 include unnecessary sheets.
 - b. Payroll reimbursements (e.g. Chair's Commitment to support an SRA): Base your reimbursement requests on the **Employee Sum Payroll Ledger**, *not* the Detail Closed General Ledger (GL), because the GL includes accrued costs.
- C. **Frequency**: Reimbursement request should be made on a **quarterly basis**.
 - 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 2021 – Oct 2022).
- D. **Deadline**: Each year, all Chair's Commitments requests are due by the last working day in September for the previous FY (e.g. Sept 30, 2022 for FY22 commitments). All requests made after this due date require exceptional approval by Yanina Venegas.

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

Email Raellen Man (rman@mednet.ucla.edu) or Daisy Cazares (dcazares@mednet.ucla.edu) if you have any questions or need to make any edits to your submissions.