**Processing the paperwork for your award***Nov 2, 2014*

The Office of Academic Affairs will assist you in processing the paperwork for your grant disbursements.

After your grant requirements have been completed, you may seek reimbursement of eligible expenses as follows:

For travel, submit an online travel request ten days prior to your trip. In the financial information section of your travel request, enter 54100 for the account number, 10 for the fund, 3355 for the Department ID and 05 for the class. After you have completed your travel, submit an online expense report and send original receipts to the Office of Finance and Business Services.

For other expenses, complete an Accounts Payable Check Request form (<http://www.TCNJ.EDU/~budfin/forms.html> ) and forward to the Office of Academic Affairs for signature. Receipts are not required for per-diem meal reimbursements. You must attach proof of attendance, such as a copy of a certificate of completion or an identification badge, to your original expense receipts.

**Please note that your grant disbursements will be processed in accordance with the approved funding distribution. Any shift of funds within the categories must be approved in writing by the Career Development Committee before you request prepayment or reimbursement.**

If you have any questions concerning these procedures, contact The Office of Academic Affairs at x3080 or via email, academic@tcnj.edu. Best wishes for a successful career development experience, and again, congratulations.