

Division of Academic Affairs
Faculty RSCA Travel Reimbursement Pool
Fiscal Year 2023-24
September 25, 2023

Overview

Effective immediately, the Faculty RSCA Travel Reimbursement Pool has been established to provide support for faculty travel for research, scholarship, and creative activities (RSCA).

Funding

Each of the following lead departments is allowed to transfer eligible expenses from their respective departments up to the following limits.

Lead Department	Total Limit
10100 - CLASS	156,000
11350 - College of Business & Econ	86,000
11700 - College of Educ & Allied Stds	66,000
12100 - College of Science	176,500
13500 - Library	15,500
Total	500,000

Procedures

Faculty will request support for RSCA travel of their respective administrations by following current (or newly) established procedures. Following the charge of those expenses to the general ledger as actuals, Academic Resources and Planning will transfer appropriately tagged expenses to the pool.

Period	Transfer Date to Pool
July 2023 – September 2023	October 20, 2023
October 2023 – December 2023	January 19, 2024
January 2024 – March 2024	April 19, 2024
April 2024 – May 2024	June 6, 2024

Eligibility

Expenses meeting the following criteria are eligible for transfer to the pool:

- The chartfield string of the expense uses fund code EB001 and class code CF995.
- The expense has occurred within one of the periods above but no later than seven days before that period's transfer date to the pool.
- The college has not exceeded its total limit above at the point of transfer.

Colleges bear the sole responsibility of approving travel and appropriate expenses in accordance with existing university policies and procedures. Direct use of the reimbursement pool is not permitted.

Questions

Questions about this program may be addressed to:

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