EMRTC Post-Award Accounting Procedure for Storing and Distributing
TRAVEL AND PERSONAL REIMBURSEMENT CHECKS

General Information

1. The following procedures are in no way meant to circumvent or deviate from NMIMS University Policy, but rather to supplement it.
2. This procedure is specific to EMRTC travel and reimbursement checks, for information on payroll checks controlled by Business Operations see EMRTC Procedure No. 0001.
3. EMRTC runners will pick up travel and reimbursement checks, but will not pick up petty cash.

Process for Distributing Checks

1. The EMRTC Post-Award Accounting Grants and Contracts Manager (Manager) or Accounting Supervisor will distribute checks to the appropriate employees.
2. When an employee picks up their check they must sign next to their name on the distribution log and print their name, sign and date on the check stub.
3. Only the employee may pick up their travel or personal reimbursement checks unless they have an authorization (template attached) on file with the EMRTC Post-Award Accounting Group.
4. Checks will be available for pick-up Monday through Friday (excluding holidays) from 8am to 5pm.

Process for Storing Checks

1. When not distributing checks the travel or personal reimbursement checks will be kept in a lockbox.
2. The lockbox, as well as the keys, will remain in the custody of the Manager or Accounting Supervisor.
3. If both positions are not on-site at EMRTC a designate will be identified by the Manager.

APPROVAL:

Mona Torres
Associate Director for Administration and Finance

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MEMORANDUM

TO:

DEPT:

FROM:

SUBJECT:

DATE:

I, ________________________, authorize ____________________ to pick up my travel check on until notified otherwise.

__________________________________________
Employee Signature

__________________________________________
Associate Director for Finance and Administration