

USC School of Architecture

Faculty Support Fund Guidelines

Background of the use of Support Funds in the USC School of Architecture:

These funds provide non-taxed capital to help underwrite expenses associated with faculty teaching and to help support administrative costs associated with enrichment and development, which will positively impact the USC School of Architecture.

University auditors have requested guidelines be established to define the scope and breadth of funding and to comply with established university guidelines for reimbursement, expenditure, accounting, and, in certain instances, state and federal taxation procedures. Attached are the USC School of Architecture's teaching and administrative fund procedures and parameters of acceptable and allowable expenses.

I. Faculty teaching is defined as:

- Activities that serve your continuing growth as a teacher, scholar, and contributor to a world-class university such as USC.
- Activities that support teaching, develop new teaching materials and methods, or help develop new skills and expertise (consistent with USC's academic mission).
- Activities that support faculty development and institutional excellence, enhance teaching effectiveness, enrich scholarly endeavors, strengthen and develop academic programs.
- Intellectual achievement through study, research, writing, and travel.
- Academic development activities that involve teaching, research, service, and/or creative endeavors.

II. Conditions on the use of these resources are as follows:

May be used only for legitimate scholarly expenses, including (but not limited to) equipment, travel for field research, books, videos or other scholarly materials, academic memberships and subscription renewals, technical or consulting services such as video-taping, laboratory analysis, etc.; attendance of architecture-related symposia, or computing expenses. The review criteria for purchasing and/or reimbursement shall be based, in part, upon the following criteria:

- The significance of the project to achieving the school's mission and goals.
- How well the project is conceived, defined, articulated, and organized.
- The feasibility of the project.
- The ability of the recipient to complete the proposed project.

Non-allowable expenses include those of any personal nature without a clear business purpose and relevance to Architectural research or instruction. Such items include, but are not limited to: architecture license for one's private practice, furniture, computers for private practice, personal and or family usage, household goods, clothing and any travel for leisure purposes, etc. Also, not permitted are multiple purchases within two years of tangible items, such as computer equipment or cameras.

III. Guidelines for processing of payments:

Equipment Purchases: Computers, Laptops, iPads, Cameras, etc. must be purchased by the Business Office. Please send your system preferences to IT Director, TBD.

An inventory log for all tangible pieces of equipment is kept in the information technology office. The log includes all equipment purchased with school funds.

If property is lost, stolen or destroyed the following procedures must be followed:

- The employee must report the theft to the Los Angeles Police Department and or the USC Department of Public Safety within 24 hours of theft/loss/destruction.
- Notify the IT Director in writing via email within 48 hours and include a copy of the incident report.

Sale or transfer of equipment is strictly prohibited, and all equipment must be returned upon separation from the school.

Materials and Supplies: Estimates, quotes, or requests should be sent to the Business Office for direct pay processing. Any materials and supplies purchased and submitted for after-the-fact reimbursement will be assessed in accordance with current University policies associated with the expense.

Travel: Direct pay can be arranged through Christopherson Business Travel.

CBT University Travel Team

For agent-assisted travel reservations or changes to ticketed air travel:

usc@cbtravel.com

Phone: 800-954-0042 (domestic); +1-682-233-1914 (international, collect)

Monday through Friday, 5 a.m.–6 p.m. (PT)

For after-hours assistance, use VIT code P6LV

CBT Concur Travel Online Support

For assistance with online bookings and navigational questions:

onlinesupport@cbtravel.com

Phone: 888-535-0179

Monday through Friday, 6 a.m.– 5 p.m. (PT)

Once you review and approve an itinerary, please submit to the Business Office for payment processing. An approved purchase order will be sent to you and the travel agency for booking confirmation. You may also pay and request after-the-fact reimbursement.

Note: Whether direct pay or reimbursement; only economy class airfare or equivalent is allowed for airfare.

Printing: Copy requests of 75 or more, including multiple pages, collation, and stapling should be sent to Eli Robey erobey@usc.edu.

All other printing requests for faculty development and research can be arranged with the FedEx Office Print & Ship Center at University Village <https://local.fedex.com/ca/los-angeles/office-5261/>. They offer discounted pricing for USC faculty. Once you have a quote for your printing request, you can either pay and be reimbursed or send the quote to the Business Office for internal requisition payment processing. If you have questions or concerns that you cannot find on the web site, please reach out to our assigned USC Sales Consultant, Wayne Darrington wayne.darrington@fedex.com or (323) 203-6553.