



## Faculty of Arts/External Grants Reimbursement Instructions

The **Faculty of Arts Research Accounts Support Officers (RASO) – Tammy Fuoco and Dianna Chu** provides individual researchers with administrative, financial and technical support; monitors accounts and provides reports, assist with hiring research staff and related administrative matters. **Tammy Fuoco** also administers startup funds.

### Contact Information

#### Tammy Fuoco

Telephone: 416-979-5000 Ext. 554194

Email: [tfuoco@ryerson.ca](mailto:tfuoco@ryerson.ca)

Office: Dean's Office, Room JOR 119

#### Dianna Chu

Telephone: 416-979-5000 Ext. 553323

Email: [dianna.chu@ryerson.ca](mailto:dianna.chu@ryerson.ca)

Office: Dean's Office, Room JOR 119

Activity	Forms	Signatures	Instructions
Reimbursing Travel Expense to PI	<a href="#">Research Travel Authorization (RTA) – PI Form</a>	PI Only	Complete the form and submit to your RASO
Reimbursing Non-Travel Expense to PI	<a href="#">Expense Reimbursement Authorization Form</a>	PI Only	Complete the form and submit to your RASO
Reimbursing Travel Expense to someone other than PI	<a href="#">Research Travel Authorization (RTA) – Non-PI Form</a> Cheque Requisition Form *request from RASO – the forms cannot be reused	PI and the traveller  PI Only	Complete both the RTA and Cheque Requisition forms and submit to your RASO
Reimbursing Non-Travel Expense to someone other than PI	Cheque Requisition Form *request from RASO – the forms cannot be reused	PI Only	Complete the form and submit to your RASO
Requesting Travel Advance (for everyone)	<a href="#">Research Travel Authorization (RTA) Form</a> Travel Advance Form *request from RASO – the forms cannot be reused	PI (and where applicable other travellers)  PI (and where applicable other travellers)	Complete both the RTA and Travel Advance forms and submit to your RASO *request travel advance at least one month before travel; must be cleared upon return

<b>Reimbursing P-Card Expenses</b>	<a href="#">Expense Reimbursement Authorization Form-PCARD</a>	PI Only	Complete the form and submit with original receipts (paper or digital) to your RASO
<b>Setting up Electronic Fund Transfer (EFT) for someone other than PI-</b> eliminate cheques being mailed for reimbursement	EFT Setup Form *request from RASO	Non-PI Only	Complete the form and submit to your RASO
<b>Hiring RAs and Other Staff through External Grant</b>	No forms required for RAs. Please consult your RASO for other types of hires.	No signatures required for RA hires. Please consult your RASO for other types of hires.	For RA, please provide your RASO with: <ul style="list-style-type: none"> <li>• Name &amp; e-mail of hire</li> <li>• Start &amp; end dates of contract</li> <li>• Hourly wage</li> <li>• Hours per week</li> <li>• External Grant Cost centre to charge</li> </ul> See <a href="#">eHR Manager self-service tutorials</a> for timesheet management and additional information. Please follow instructions from your RASO for other hires.
<b>Hiring a Vendor or Consultant through External Grant</b>	You may need: <ul style="list-style-type: none"> <li><a href="#">Vendor Form Independent Contractor (ICON) Form</a></li> <li>For contract value under \$5,000 <a href="#">Service Agreement</a></li> <li>For contract value over \$5,000 <a href="#">Personal Services Agreement</a></li> </ul> Please consult your RASO for further details.	Varies. Please consult your RASO.	Please follow instructions from your RASO.

### **Research Information System (RIS)**

The **Research Information System (RIS)** helps you track your funded proposals and other research-related agreements. To access the RIS, please follow the instructions on the Office of the Vice-President, Research & Innovation page:

<https://www.torontomu.ca/research/resources/funding/ris/>