



# **TITLE III PROGRAMS**

## **POLICIES AND PROCEDURES MANUAL**

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## OVERVIEW

The Title III, Part B Program, “Strengthening Historically Black Colleges and Universities,” is a United States federal grant program to improve historically black institutions of higher education. It began as part of the Higher Education Act of 1965, which sought to provide support to strengthen various aspects of schools through a formula grant program to accredited, legal authorized Historically Black Colleges and Universities (HBCUs). This program provides financial assistance to establish or strengthen HBCUs’ physical plants, financial management, academic resources, and endowment-building capacity. Activities may include student services, educational equipment acquisition, facility construction, and faculty and staff development.

Funds may be used for the purchase, rental, or lease of scientific or laboratory equipment. Also supported are the construction, maintenance, renovation, and improvement of instruction facilities. Funds support faculty exchanges and the development of academic instruction in disciplines in which black Americans are underrepresented. Projects may support the purchase of library materials as well as tutoring, counseling, and student service programs. Also supported are funds and administrative management, joint use of facilities, establishment or improvement of development offices, establishment or enhancement of programs of teacher education, and establishment of outreach programs.

According to the legislation, the Department of Education disburses Title III funds according to a formula which considers our graduation rates and number of Pell Grant recipients, among other information. Lincoln’s actual award *may* change from year-to-year depending on the portion of funds allocated from Congress, which is important to understand in the event that individual Activity budgets are modified. In 2008 and 2010, Congress allocated more funds to the program, which prompted the creation of separate Title III, Part B awards: CCRA (which expired in 2010) and SAFRA (which will expire in 2015).

Funding for the regular, Title III, Part B program occurs in five-year cycles. A new cycle began October 1, 2012. In May 2012, a Comprehensive Development Plan (CDP) was developed by Lincoln University administrators and sent to the federal Department of Education (DOE). The CDP outlines all proposed Activities, their corresponding objectives, a proposed timeline for completion, and a proposed budget.

The following are the planned Activities for the 2012-2017 Regular Programs

- I. Improving First-Year Experience through Academic Advising
- II. Developing Faculty towards Strengthening Research and Teaching
- III. Improving Administrative Management and Functions
- IV. Developing a Student Counseling Center
- V. Enhancing University Development and External Relations

VI. Enhancing the University's Technological Infrastructure for Administrative Management, Teaching, and Learning

VII. Developing Enterprise Systems and Engineering Programs

The following are the current Activities and Activity Directors for the 2010-2015 SAFRA Programs:

A. Enhancing the Learning Resource Center

B. Enhancing the Assessment Program

C. Developing a Nursing Program

# ROLES AND RESPONSIBILITIES OF KEY TITLE III PERSONNEL

## The President

- Provides institutional leadership for the Title III grant.
- Sets Title III program priorities in keeping with the institutional mission.
- Approves and certifies Title III Phase I data.
- Is the final authority on selection of Title III activities submitted for funding.
- Approves and certifies final Title III proposal application submitted (Phase II).
- Approves all Title III program amendment requests prior to submission.
- Stays abreast of all regulations and policies pertaining to the Title III grant.
- Ensures that institutional systems are in place for effective, efficient, and compliant grant administration.
- Attends national and regional DOE Title III meetings.

## The Title III Director

- Keeps the president (or designee) informed of the status of the Title III grant and related regulations/policies.
- Serves as the primary liaison between the institution and the DOE Program Officer.
- Provides programmatic and budgetary oversight of the Title III grant.
- Coordinates, in collaboration with Activity Directors, implementation of the Title III Plan of Operation.
- Provides Title III orientation, training, and technical assistance to project staff, faculty, and institutional personnel to ensure they remain current on regulations, policies, and best practices related to implementation of the Title III Plan of Operation.
- Ensures that the Title III Program is *consistently compliant* with all federal regulations and institutional policies.
- Maintains up-to-date program documentation files.
- Maintains up-to-date Title III equipment inventory
- Approves all Title III expenditure requests.
- Attends national and regional Title III meetings, technical assistance workshops, and conferences.
- Develops and implements a communications plan for the Title III grant.

- Monitors progress of all funded Title III activities/objectives.
- Coordinates the preparation, approval and submission of the annual Title III Plan of Operation.
- Provides for on-going internal and external evaluation of the Title III Grant, as well as the reporting and use of evaluation findings to improve outcomes.
- Provides for assessment of the impact of the Title III Grant.
- Ensures that the institution is audit and site review ready.

### **The Title III Activity Director**

- Provides activity management and budget monitoring.
- Stays abreast of all grant regulations and institutional policies.
- Ensures implementation of activity objectives in compliance with federal regulations and institutional policies.
- Recommends hiring of activity staff/faculty.
- Supervises and monitors activity staff/faculty.
- Reports activity status/progress.
- Ensures completion and approvals of Time and Effort Reports for all activity staff/faculty.
- Approves all activity expenditure requests.
- Maintains up-to-date Title III activity equipment inventory.
- Attends Title III Activity Directors' meetings, orientations, workshops, etc.
- Meets routinely with activity staff/faculty to ensure smooth and effective activity implementation.
- Prepares and submits annual Plan of Operation for activity.
- Maintains documentation files on activity/objective implementation.
- Disseminates activity documentation records to the Title III Director.
- Prepares for and participates in internal and external Title III activity evaluations, site reviews, etc.
- Responds appropriately to evaluation recommendations to improve activity outcomes.

# **TITLE III PROGRAM EVALUATION**

## **Types of Evaluation**

- Monitoring and Status Reports
- Formative Evaluation (Internal/External)
- Summative Evaluation (Internal/External)

## **Purpose of Evaluation**

- Assess the internal processes used by the Title III Coordinator and the Institution to plan, manage, and evaluate the overall Title III Program.
- Assess the status of each Title III activity in relation to stated objectives, milestones, and performance evaluation measures.
- Conduct a general review of activity budgets and expenditures in relation to required compliances, policies, and Plan of Operation.
- Assess how evaluation results are used to improve Title III and Institutional effectiveness
- Assess and document the impact of Title III funding and outcomes.

## **Five (5) Basic Areas of Investigation**

- What are the specified outcomes for the Title III activity and what is the status of each?
- What key processes, procedures, and activities contributed to the outcomes/results?
- What resources (or lack thereof) contributed to activity outcomes/results?
- What impact did the Title III activity have on the institution?
- How were evaluation findings/recommendations used to enhance activity outcomes?

## **The Evaluation (External Evaluation)**

- Preparation
- The Site Visit Agenda
- Observational Tours
- The Evaluation Report
- Post-Evaluation Activities

## **POLICIES AND PROCEDURES**

### **I. Activity Reporting Requirements**

#### **A. Title III Quarterly Reports**

An Annual Performance Review (APR) is filed each year with the U.S. Department of Education as part of the continuation grant process. The APR is our opportunity to express the improvements that have been made using Title III funds and review progress in each individual Activity up to the date of the report. In order to accurately report on the progress made on each Activity, it is necessary to collect information in a uniform manner. The Title III Quarterly Information Report was developed to collect this information.

The Title III Quarterly Information Report must be completed to better judge the progress of the program. If any major activities occur or if changes in the program are required, this report should be used to make such requests. If there are any questions regarding the preparation of the report, contact the Title III Program Director immediately.

Quarterly Reports must be completed by the Activity Director and submitted to Lincoln University's Title III Office. Due dates and reporting time frame are as follows\*:

January 15: Quarterly Reports due for grant period October 1 through December 31.

April 15: Quarterly Reports due for grant period January 1 through March 31

July 15: Quarterly Reports due for grant period April 1 through June 30

October 15: Quarterly Reports due for grant period July 1 through September 30

#### **B. Title III Final Performance Report**

A Final Performance Report is filed with the U.S. Department of Education at the end of the five-year grant cycle. This report is our opportunity to express the overall improvements that have been made using Title III funds. To assist in the presentation of the Final Performance Report to the Dept. of Ed., all Activity Directors are required to submit a Final Performance Report to the Title III Director by December 31, following the end of the five-year grant cycle. Quarterly Reports must be completed by the Activity Director and submitted to Lincoln University's Title III Office.

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\* In the event that these dates fall on a weekend or University holiday when the campus is closed, the report will be due on the next date when the campus is open.



### C. Time and Effort

Any faculty, administrator, or staff member who earns salary from Title III funds **MUST** submit periodic Time and Effort reports. These reports are mandated by the federal government as assurance that an employee is conducting the degree and scope of grant-related work that was agreed upon in the terms and conditions of the award.

In addition to the time commitment, the scope of work conducted by the employee must also correspond to the scope of work agreed upon in the award terms and conditions. For this reason, periodic Time and Effort Reports **MUST** be completed and certified by the Director of Title III Programs. These reports provide evidence that the time during which an employee is paid with Title III funds was spent engaged in activities meant to help that unit their Activity objectives.

**All personnel paid with Title III funds are required to submit the following reports:**

- **Monthly Time and Effort Reports.** One must be submitted each quarter (October 1 –December 31, January 1 - March 31, April 1 - June 30, and July 1 - September 30). The Quarterly Time and Effort Reports must include the employees' signed and certified time sheets and the Quarterly Time and Effort Form. A sample of this form is included in the Appendix. This form must explicitly detail the activities undertaken by the employee during the designated time frame that directly contribute to the execution of the Title III Activity and the fulfillment of that Activity's stated goals and objectives.

It is the Activity Director's responsibility to collect these reports and include them with the Quarterly Report.

**IN THE EVENT THAT THE MONTHLY TIME AND EFFORT REPORTS ARE NOT SUBMITTED, STEPS MAY BE TAKEN TO WITHHOLD PAYCHECKS UNTIL THE DOCUMENTS HAVE BEEN SUBMITTED.**

## II. Allowable Expenses

1. Purchase or lease of scientific or laboratory equipment
2. Construction, maintenance, renovation of instructional facilities
3. Support of faculty exchanges, faculty development
4. Academic instruction in which Black Americans are underrepresented
5. Purchase of library books, periodicals, and other educational materials
6. Tutoring, counseling, and student service programs
7. Funds and administrative management, and acquisition of equipment
8. Joint use of facilities, ex., laboratories, libraries
9. Establish or improve a development office to improve contributions

10. Establish or enhance a program of teacher education
11. Establish community outreach programs
12. Establish and maintain an endowment
13. Purchase of real property
14. Financial information to improve literacy
15. Up to 2% of grant for needed services

### **III. Unallowable Expenses**

1. Activities inconsistent with State plan for desegregation
2. Activities related to sectarian instruction or religious worship
3. Activities provided by a school of divinity
4. 20% limit on use for endowment
5. 50% limit on construction of instructional facilities
6. 2% limit for services to implement project

### **IV. Purchasing and Travel**

It is the responsibility of the Activity Director to initiate the request for purchases and travel through the use of Lincoln University forms. All expenditures of Title III funds MUST be approved by the Activity Director and then the Title III Director before the corresponding forms can be routed through the proper University channels. This is to ensure that the items requested fall within the scope of the Activity and are allowable expenses. The following federal policies guide the identification of items as allowable or unallowable: OMB Circular A-21 ([http://www.whitehouse.gov/omb/circulars\\_a021\\_2004/](http://www.whitehouse.gov/omb/circulars_a021_2004/)), EDGAR (<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>), Title III List of Unallowable Costs (Section II). The Title III Director, in coordination with the Senior Grants Accountant, determines the allowable cost based on these principles. Lincoln University Travel Authorization Request, Purchase Requisition, and Voucher forms will continue to be used. Please use the appropriate Title III account numbers and object codes; this will ensure that all purchases that conform to the standards and intent of the program will be charged to Title III. If you are unsure of an account number and/or object code, please consult the Title III Director.

#### **A. Purchase Requisitions**

The originating department determines the need and completes the purchase requisition. Requisition requests for large equipment purchases (over \$5,000) must be submitted with a Title III Requisition Justification Form. This form can be found in the Appendix. The Title III Director may request that a Requisition Justification Form be completed for other purchases as needed.

Requisitions require the following signatures:

1. Activity Director
2. Assistant Vice President for Information Technology (if purchase involves technology equipment)
3. Vice President's or Dean's signature
4. Title III Program Director (after Activity Director has signed)
5. Senior Grants Accountant (after Title III Program Director has signed)
6. President's signature after all signatures above

If the following conditions are met, the form will be signed by the Title III Program Director and forwarded to the Senior Grants Accountant:

1. The request is allowable under Title III guidelines.
2. The form is filled in **completely** and **correctly**.
3. There is money available in the account.

If any of the three conditions listed above are not met, the form will be returned to the originator.

#### B. Check Requests

The originating department determines the need and completes the check request. Check requests for large equipment purchases (over \$5,000) must be submitted with a Title III Requisition Justification Form. This form can be found in the Appendix. The Title III Director may request that a Requisition Justification Form be completed for other check requests as needed.

Requests require the following signatures:

1. Activity Director
2. Assistant Vice President for Information Technology (if purchase involves technology equipment)
3. Vice President's or Dean's signature
4. President
5. Title III Program Director
6. Senior Grants Accountant
7. Vice President of Fiscal Affairs

If the following conditions are met, the form will be signed by the Title III Program Director and forwarded to the Senior Grants Accountant:

1. The request is allowable under Title III.
2. The form is filled in **completely** and **correctly**.
3. There is money available in the account.

If any of the three conditions listed above are not met, the form will be returned to the originator.

### C. Invoices

When Invoices are received from Accounts Payable, verify with that all items have been received (visually inspect your order or verbally verify). If you have concerns, notify Accounts Payable immediately. If there are NO problems, sign and date the invoice and note “OK to pay.” Submit invoice to Accounts Payable for processing. No invoice should be held longer than 3 to 5 days; failure to comply will result in processing delays of future requests.

### D. Travel Authorization Requests

Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Form will be permitted to travel at the expense of the Title III. Title III will not pay for any unapproved travel, nor travel not approved prior to the trip. See Appendix A “Business Travel Expenses” for specific University policies related to travel expenses. These policies apply to all Title III-funded travel.

All travel needs and costs (car rental, hotel, airline, registration fee) must be listed on the Travel Authorization Request. Any check request pertaining to the Travel Authorization Request must be submitted with the Travel Authorization Form.

All requests for Foreign Travel must also be approved by Title III in Washington, D.C.

### E. Computer/Equipment Locator Tags

All equipment and computer hardware must be tagged with Title III Locator Tags. The department ordering the equipment will be sent the tags along with a Title III Computer/Equipment Locator Form. The tag must be placed on the equipment as soon as the item is received. The form must be completed in its entirety, signed, dated and returned to the Title III office within one week of receiving the equipment.

### F. Personnel Requisitions and New Hires

When an Activity Director would like to use Title III funds to hire a new employee—whether this is to create a new position or fill an existing position—a Requisition Justification Form must accompany the relevant Human Resources paperwork to process the job creation/job fulfillment.

## **APPENDIX A**

### **Business Travel Expenses Policy**

#### **General Guidelines**

All business travel requests must be submitted on a Travel Authorization Form and be approved in advance by the appropriate Dean or Vice President, or in the event of overseas travel, by the President. A traveler should submit all paperwork at least 10 business days in advance to insure approvals and processing of any travel advances. Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Form will be permitted to travel on University business at the expense of the University.

The University will not pay for any unapproved travel expense, travel expense not approved prior to the trip, or travel expense not approved by authorized University personnel.

Employees who are involved in an accident while traveling on business must, within 24 hours, report the incident to their immediate supervisor and Risk Management at x7594 or x8059 and, if a University vehicle, Fleet Management at x7113. Vehicles owned, leased, or rented by Lincoln may not be used for personal use.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved and as long as a Fleet Management vehicle is not used. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 45 days. Receipts for all expenses, whose total are greater than \$10.00, must accompany reports and be attached to an 8-1/2 x 11 sheet of paper. For example, if two receipts for the same type of expense (e.g. tolls) are less than \$10.00 separately but total \$10.00 together, they must be submitted.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

#### **Travel Procedures for Air, Amtrak, Hotel, and Car Reservations**

Once the required Travel Authorization Form has been submitted and proper approval has been attained, it will be up to the employee or referring department to make the travel reservations. Approval for all reservations for a single trip should be requested

at the same time. For example, for an overnight stay, the airline, hotel and car rental information (if necessary) should be requested simultaneously on one Travel Authorization Form for the Dean's, Vice President's, or President's approval.

The University will pay for transportation costs associated with travel booked through an approved travel agency, or through an online agency.

Travel arrangements reserved through the University will be paid by the University and booked through a Lincoln University approved travel agent. Currently, International Tours & Galaxsea Cruises is a Lincoln University approved travel agent. A traveler profile must be completed and on file. Employees choosing not to make travel arrangements through the University must pay for their travel in advance using a personal funding source. Employees choosing to book travel through online services should be aware that they may not have the benefit of using the services of a personal travel agent should they experience difficulty with their hotel, flight, logistical, travel, emergency, vehicle or other arrangements prior to or once travel has commenced. Please note that the University will not reimburse for any travel change or cancellation. If the University has not booked the trip, the traveler is responsible to get the refund from the travel agency.

Fleet Management may be used to obtain a rental car or University vehicle. Please refer to the Fleet Management policy or contact the office at x7113.

It is the policy of Lincoln University to secure the least expensive airfares and will therefore search all airlines, including low cost carriers when making their own travel arrangements. The University will not pay for first class or business class fares. All other travel related expenses, i.e., meals, etc., will be reimbursed through the Travel Expense Statement. Employees are expected to limit expenses submitted for reimbursement to business related purposes.

### **Advance Payment of Travel Expense**

When a registration or similar fee requires payment in advance of the travel date, the date required should be indicated on the Pre-travel Authorization Form with appropriate documentation attached. The University will then remit payment directly to the applicable organization.

### **Travel Advances**

If the estimated cost of an approved trip exceeds \$200, the Business Office will provide the employee an advance of up to 50 percent of the estimated cost. The requested advance must be submitted on an approved Travel Authorization Form received by the Business Office no later than 10 days prior to the date the check is needed. Travel advances will not be released more than five days before the travel is to begin.

Requests for future travel advances will not be honored if the previous advances have not been reconciled and unspent funds have not been returned to the Business Office.

**Entertainment Expenses**

Expenses generated for the purpose of entertaining (lunch, dinner etc.) vendors, visiting lecturers and other non-employee constituents of the University for the purpose of conducting business is permitted and will be reimbursed for all reasonable expenses. Entertainment expenses should be submitted within 45 days of occurrence and should be submitted along with receipts on the appropriate forms.

**Mileage Reimbursement**

Employees will use the University mileage rate as published by the Fiscal Affairs Office, plus actual expenses for tolls and parking fees (with receipts). Mileage is calculated as originating from Lincoln University's main campus or Graduate Center, depending on the primary location of employment. If the destination is not listed on the back of the Travel Expense Statement, please provide a copy of the destination on MapQuest.

Please note that mileage will only be reimbursed if travel resulted in expenses that would not otherwise be incurred during a normal workday. For example, a Lincoln University employee lives adjacent to the Graduate Center but his/her primary worksite is located at the Main Campus. The employee must make a university-related visit to the Urban Center on his/her way home. The employee does not receive a mileage reimbursement since the visit did not result in any additional cost to the employee.

**International Travel**

All foreign travel must be approved by the President of the University before the travel is scheduled to begin. The request for travel authorization form must be accompanied by a well-defined proposal stating the particular programmatic benefits that will be derived from the travel.

**Travel for Employee Recruitment**

All travel arrangements for all faculty and staff recruitment will be handled by the corresponding department. Travel Authorization Forms must be completed for each candidate and approved by the appropriate vice president. After approval has been obtained, all travel for recruitment requiring agency assistance should be coordinated through International Tours or other Lincoln University approved travel agency. If the candidate lives within driving distance (100 miles) of Lincoln University, the candidate will be expected to use his/her personal vehicle to travel to Lincoln University and will be reimbursed for mileage and reasonable expenses after submitting original receipts to the responsible office.

Please note that the most economical travel should be used unless the arrangements are detrimental to the candidate and/or department's schedule. Unreasonable travel expenses, i.e., car rental charges, hotel reservations, etc., will not be reimbursed unless approved in advance by the appropriate vice president.

### **Substantiation of Expenses**

In general, receipts for expenses incurred by the employee must be attached to the claim that is submitted for reimbursement. A Statement of Travel Expense Report, with all receipts attached, is required to be submitted to settle all travel advances, regardless of whether the actual expenses incurred were less than or more than the amount of the advance. Advances in excess of substantiated expenses shall be repaid to the University immediately upon completion of the travel for which the advance applied. Receipts are required for all expenses.

*Reasonable expenses that will be reimbursed include the following:*

- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service (upon arrival at destination city), where available or costs of public transportation for other ground travel.
- Taxi and limousine fares, only when there is no less expensive alternative.
- Overnight stays for seminars or training programs when the distance is greater than 55 miles from Lincoln University one way.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Lodging at a facility other than at the conference site when such lodging cannot be obtained.
- Cost of meals, no more lavish than would be eaten at the employee's own expenses to a maximum of \$50.00 per day, including taxes and tips, for overnight stays. A maximum of \$30.00 per day, including taxes and tips, for day travel of six (6) hours or more.
- Tips (are inclusive of the daily meal per-diem) not exceeding 18% of the cost prior to tax of a meal or 10% other.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for one personal telephone call lasting 15 minutes each day for overnight stays.
- Laundry services for overnight business stays greater than 5 days.



## **APPENDIX B**

### **Forms**



**Office of Title III Programs**

Wright Hall, 1<sup>st</sup> Floor

Phone 7234, 7293 – Fax 7691

**Travel Justification Form**

*(Submit prior to the TAR Request)*

Activity Name \_\_\_\_\_ Account Code \_\_\_\_\_

Grant Year \_\_\_\_\_

Traveler Name \_\_\_\_\_ Title \_\_\_\_\_

Name of Conference/Meeting \_\_\_\_\_

Location of Conference/Meeting \_\_\_\_\_

Dates of Conference/Meeting \_\_\_\_\_

Purpose for Attendance (*check which apply*)      Presenter \_\_\_\_\_ Participant \_\_\_\_\_

What is the focus of the meeting? \_\_\_\_\_

\_\_\_\_\_

List the activity objective this Conference/Meeting will help to accomplish?

\_\_\_\_\_

List the sessions and corresponding objectives that are applicable to your Title III Activity?

\_\_\_\_\_

How will the information obtained during this travel impact your Title III Activity objective?

\_\_\_\_\_

Total Anticipated Cost \$ \_\_\_\_\_ Amount from Title III \$ \_\_\_\_\_

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title III Director

\_\_\_\_\_  
Date



**Office of Title III Programs**

Wright Hall, 1<sup>st</sup> Floor

Phone 7234, 7293 – Fax 7691

## Before Travel Checklist

Traveler's Name

---

Activity Name

---

**Attention:** This checklist serves as a guide to submit a detailed Travel Authorization Request (TAR) report packet. Please provide all supporting documents in the order below along with reservations, confirmations, invoices, etc.

- ☐ Completed Travel Authorization Request (*TAR*)
- ☐ Completed Title III Before Travel Form
- ☐ Conference description and detailed agenda
- ☐ Mileage Quotes (*MapQuest printout, privately owned vehicle, etc.*)
- ☐ Flight Reservation, if applicable
- ☐ Airport Limousine/Shuttle
- ☐ Car Rental information and justification (*Only in Exceptional Circumstances*)
- ☐ Airport Parking
- ☐ Lodging
- ☐ Registration Confirmation
- ☐ Miscellaneous (*Baggage, Conference Travel Logistics etc.*)
- ☐ Email Correspondence

***Please attach this checklist to your Travel Authorization Request (TAR).***

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Director

\_\_\_\_\_  
Date



**Office of Title III Programs**

Wright Hall, 1<sup>st</sup> Floor  
Phone 7234, 7293 – Fax 7691

## After Travel Checklist

Traveler's Name

---

Activity Name

---

**Attention:** This checklist serves as a guide to submit a detailed Statement of Travel Expenses (STE) report packet. Please provide all supporting documents in the order below along with receipts, invoices, etc.

- ☐ Completed Statement of Travel Expense report (*STE*)
- ☐ Copy of the approved Travel Authorization Request with signatures (*TAR*)
- ☐ Completed Title III After Travel Form
- ☐ Personal Vehicle (*Mileage Only*) with MapQuest printout
- ☐ Air/Train Fare
- ☐ Airport Limousine/Shuttle
- ☐ Taxi
- ☐ Car Rental
- ☐ Lodging
- ☐ Meals and Tips
- ☐ Telephone (*Business Only*)
- ☐ Registration Fee
- ☐ Parking
- ☐ Tolls
- ☐ Tips (*Other Than Meals*)
- ☐ Miscellaneous (*Baggage Receipts, Taxi, Shuttle, etc.*)
- ☐ Email Correspondence

***Please attach this checklist to your Statement of Travel Expenses (STE).***

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Director

\_\_\_\_\_  
Date

**Office of Title III Programs**Wright Hall, 1<sup>st</sup> Floor

Phone 7234, 7293 – Fax 7691

Purchase Requisition No. \_\_\_\_\_

**Equipment Inventory Form***(Purchases \$500.00 – \$ 4,999.00)*

Date \_\_\_\_\_ Activity Director \_\_\_\_\_

Activity Name \_\_\_\_\_

Condition of Equipment (*New/Used*): \_\_\_\_\_

Description	Manufacturer	Serial #	Unit Price	TLU Tag #	Location	Title III Tag #

By signing below, I certify that the equipment or furniture items were received and will notify Title III Administration of any changes in location or use. I also understand that I am responsible for this item and will ensure adequate safeguards to prevent damage and theft.

\_\_\_\_\_  
Activity Director\_\_\_\_\_  
Date\_\_\_\_\_  
Reviewed: Title III Program Coordinator\_\_\_\_\_  
Date



# Office of Title III Programs

Wright Hall, 1<sup>st</sup> Floor  
Phone 7234, 7293 – Fax 7691

## Salary Time and Effort Report

Employee Name \_\_\_\_\_ Time Period Covered \_\_\_\_\_

Job Title \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Faculty \_\_\_\_\_

Title III Grant (*Select One*) HBCU \_\_\_\_\_ SAFRA \_\_\_\_\_

Title III Activity Name \_\_\_\_\_

Title III Activity Director \_\_\_\_\_

Percent of Salary Paid From \_\_\_\_\_ % Title III \_\_\_\_\_ % University \_\_\_\_\_ % Other Grant

Name of Other Grant \_\_\_\_\_

Time Away from Work	Percentage of Time (%)
Annual Leave	
Sick Leave	
Holiday	
Bereavement	
Jury Duty	
Major Title III Work Performed	Percentage of Time (%)
Other Work Performed outside of Title III duties	Percentage of Time (%)

Add additional pages if needed

Period Total \_\_\_\_\_ %

*I certify that the above information is correct.*

\_\_\_\_\_  
Title III Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title III Director's Signature

\_\_\_\_\_  
Date

**Attention:** This time and effort report must be completed, submitted and filed monthly in the Office of Title III Programs no later than the close of the 15<sup>th</sup> day of each month following the covered time frame.



## Office of Title III Programs

Wright Hall, 1<sup>st</sup> Floor

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### Time and Effort Reporting Instructions

The Department of Education requires the University to document and maintain Time and Effort Certifications on all federally supported employees. Internal procedures have been developed to ensure adherence to this requirement.

Each Title III-funded employee is required to complete a Time and Effort Certification form indicating his/her activities during the month. The form must be verified and signed by the employee and the Activity Director. Completed forms must be submitted to the Title III Office on the 15<sup>th</sup> day of the following month. The Title III Office will sign and forward to the Office of Grants and Contracts Accounting.

Copies of completed Time and Effort Certification Forms must be maintained in the Activity files, Office of Title III Programs, and the Office of Grants and Contracts Accounting.

#### Definitions, Explanations and Examples:

**Employee Name** *(Please state your full name)*

Example: John M. Doe

**Time Period Covered** *(Please state the entire time period you are reporting)*

Example: October 1-31, 2010

**Job Title** *(Please state your job title)*

Example: Program Specialist I

**Student** \_\_\_\_\_ **Staff** \_\_\_\_\_ **Faculty** \_\_\_\_\_ *(Please select one)*

Example: Student X

**Title III Grant - HBCU** \_\_\_\_\_ **SAFRA** \_\_\_\_\_ *(Please select all grants you are paid from if more than one)*

Example: HBCU X SAFRA X

**Title III Activity Name** *(Please state the Title III Activity Name and Account No. you are being paid from)*

Example: Program Administration, 92-1538

**Title III Activity Director** *(Please state the name of the Activity Director)*

**Percent of Salary Paid From** \_\_\_\_\_% Title III \_\_\_\_\_% University \_\_\_\_\_% Other Grant w/Name of Grant  
*(Please identify if you are being paid outside of Title III)*

Example: If 50% of your salary is paid by the University and 50% by Title III put 50 in each category.

Title III 50% University 50%

**Time Away From Work** *(Please state time you were away from your job)*

Example: If the total number of hours worked for the month is 140 and you took 14 hours of

Annual Leave = 10% (14/140), 7 hours of Sick Leave = 5% (7/140)

Time Away from Work	Percentage of Time (%)
Annual Leave	
Sick Leave	
Holiday	
Bereavement	
Jury Duty	

**Duties Performed with Title III and Outside of Title III**

*(Please state work performed during the current period)*

**NOTE:** **DO NOT** list the job duties on your job description

Example:

- 12% - Provide administrative support to entire department, including but not limited to creating/updating forms, completing documents on behalf of office staff, receiving and distributing mail, answer office telephone line, greet visitors, manage Director's calendar and provide Director executive support.
- 15% - Process documents submitted to Title III Office for approval such as: budget revisions, purchase requisitions, travel requisitions and travel expense reports.
- 10% - Provide budgetary assistance to Director with budget analysis reports, pulling grant inception to date reports 3 times a week, maintaining budget records and researching activity accounts.
- 20% - Provide support directly to Activity Directors and their staff. Answer questions related to documents submitted for approval, allowable and unallowable cost, reports and federal regulations. Also assisted Activity Directors with Phase II submissions
- 35% - In meetings or doing task related to the meetings. Worked on HBCU Phase II Submission and Stipend Process.

*(Please state any work you performed outside of Title III)*

Major Title III Worked Performed	Percentage of Time (%)
Other Worked Performed Outside of Title III Duties	Percentage of Time (%)

**Period Total** \_\_\_\_\_% *(This should always be 100%. This form is meant to capture 100% of your work time, in and outside of Title III. The 100% will include any time away from work too.)*

Example: 15% away from work and 85% work performed = 100%.

**NOTE:** Please make sure **All Signatures** are obtained on the form before submitting it to the Office of Title III Programs. The Title III Director's signature will be the final signature obtained.

**Please Fill This Form Out In Its Entirety**

If you have any questions please contact:

**Marion Bernard-Amos – Ext. 7224**

**Courie Foster – Ext. 7293**

**Fax – Ext. 7691**





## Office of Title III Programs

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### Time and Effort Worksheet Instructions

To calculate your percentage of time away from work, use the total hours below. Divide your hours away from work by the total hours for the month. The monthly hours are listed below.

**Example:**  $14/147 = 0.095 = 9.5\%$

**Note:** In an effort to keep your calculation easy, round to the nearest whole number, 10%.

Time and Effort Worksheet			
Reports are due on the <i>15th</i> day of the following month.			
Month	Total Hours	Holiday Hours/Total Hours = % of T&E	Due Date
January	161	$14/161 = 8.7\%$ (9%)	February 15
February	140	140	March 15
March	147	$7/147 = 4.8\%$ (5%)	April 15
April	154	154	May 15
May	161	$7/161 = 4.3\%$ (4%)	June 15
June	140	140	July 15
July	161	$7/161 = 4.3\%$ (4%)**	August 15
August	154	154**	September 15
September	147	$7/147 = 4.8\%$ (5%)**	October 15
October	161	161**	November 15
November	147	$14/147 = 9.5\%$ (10%)**	December 15
December	154	TBA	January 15

\*\*These hours/totals are subject to change. They are determined based on the University Holiday Calendar



**Office of Title III Programs**

Wright Hall, 1<sup>st</sup> Floor

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## Request for Consultant Services

Consultant's Name \_\_\_\_\_

Consultant's Address \_\_\_\_\_

Purpose for Consultation/Need for Consultation \_\_\_\_\_

Consultant's Qualifications *(Please attach a copy of the individual's detailed resume and/or curriculum vitae and a list of three professional and/or business references.)*

**Estimated Cost of Consultation:**

Professional Fee \_\_\_\_\_

Travel \_\_\_\_\_

Per Diem \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Total \_\_\_\_\_

\_\_\_\_\_  
Initiating Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Activity Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title III Director

\_\_\_\_\_  
Date



## Office of Title III Programs

Wright Hall, 1<sup>st</sup> Floor

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### Title III Quarterly Progress Report

Quarter Ending \_\_\_\_\_

Activity Director \_\_\_\_\_

Activity \_\_\_\_\_

Due Date	Quarter
January 15 <sup>th</sup>	October - December
April 15 <sup>th</sup>	January - March
July 15 <sup>th</sup>	April - June
October 15 <sup>th</sup>	July - September

Please state each objective as it appears on your Activity Performance Plan and provide a detailed summary of what has been accomplished during this performance period.

What evidence is being collected to document achievement of objectives? Please list and provide copies, if feasible.

Will you achieve the approved objectives by the end of this grant year? If not, please provide an explanation of the reason(s) for non-achievement.

Does the Office of Title III Programs provide adequate support and guidance to assist you in achieving your objectives? Please elaborate.

Please list Office of Title III supported travel by your Activity during this period

<u>Date of Travel</u>	<u>Traveler's Name</u>	<u>Activity Attended</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe any other problems and concerns you have regarding the implementation of your title III Activity.

\_\_\_\_\_  
Activity Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title III Director

\_\_\_\_\_  
Date

# Lincoln University

## Administrative Time Sheet

### Reporting Period

(16th of the previous month - 15th of current month)

Department: \_\_\_\_\_

Pay Date: \_\_\_\_\_

Employee Name (print): \_\_\_\_\_

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Comments
Date								
						Code	Code	

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Comments
Date								
	Code	Code	Code	Code	Code	Code	Code	

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Comments
Date								
	Code	Code	Code	Code	Code	Code	Code	

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Comments
Date								
	Code	Code	Code	Code	Code	Code	Code	

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Comments
Date								
	Code	Code	Code	Code	Code	Code	Code	

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Earning Codes
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BR	Bereavement Leave	S	Sick Leave
FM-UP	Family Medical Leave (Unpaid)	T	Training/Seminar
H	Holiday	UE	University Events
JD	Jury Duty	V	Vacation
ML	Military Leave	WC	Worker's Comp Leave
R	Regular Hours	P	Personal

**Notes:**

**By signing this Administrative Timesheet** - Employee and supervisor attest that the information provided to the Lincoln University Payroll Office is complete and accurate to the best of their knowledge.

**Lincoln University Policy States** - Failure to accurately submit time used is a violation of University Policy, which will result in disciplinary action up to and including termination.

**Comment Section** - Indicate hours absent and reason, e.g. 2 hrs. on 7-15-05 Dr. Appt.

**Activity Tracking Table**

<b>Name</b>	
<b>Activity</b>	
<b>Objective</b>	
<b>Benchmark</b>	
<b>Challenge</b>	
<b>Progress (1-10)</b>	