

TITLE III PROGRAM

**POLICIES AND
PROCEDURES MANUAL**

This Policies and Procedures Manual is prepared to facilitate the implementation of activities funded by the Title III Program. It is designed to provide specific policies and procedures unique to the Title III Program, to be used in monitoring and evaluating program activities and controlling related expenditures, as well as to serve as a resource manual in carrying out the approved plans.

Compliance with the guidelines and regulations included in this Manual will ensure that the grant is administered in accordance with the U.S. Department of Education's General Administrative Regulations (EDGAR) and other Federal directives and affirms that the University has the documentation that will be needed to show compliance.

This Manual will be updated periodically as changes in policies and procedures are made by the U.S. Department of Education and Lincoln University of Pennsylvania.

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TITLE III PROGRAM 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.

Allocation of Title III Funds

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 and progression to graduate programs where Blacks are underrepresented. Lincoln’s actual award *may* change from year-to-year depending on the level of funding allocated by 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 F awards: SAFRA (which has continued through a second round of funding through 2020).

Funding for HBCU, 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.

Grant Allocation Formula

1.
$$\frac{\text{Number of Pell Grant recipients at the University during school year immediately preceding the year of allocation}}{\text{Number of Pell Grant recipients at all applicant institutions during the school year immediately preceding the year of application}} \times 50\% \text{ of appropriations}$$
2.
$$\frac{\text{Number of graduates at the University during the school year immediately preceding the year of application}}{\text{Number of graduates of the University during the school year immediately preceding the year of application}} \times 25\% \text{ of appropriations}$$
3.
$$\frac{\text{Percentage of graduates, who within five years of graduating with baccalaureate degrees, are in attendance at graduate or professional schools and enrolled in degree programs in disciplines in which Blacks are underrepresented}}{\text{The sum of the percentages of those graduates of all applicant institutions}} \times 25\% \text{ of appropriations}$$
4. Add amounts obtained in 1, 2, and 3.

The following are the current Activities for the 2012-2017 Regular Programs:

Historically Black Colleges & Universities (HBCU)

Activity Number	Activity
1	Improving First-Year Experience Through Academic Advising
2	Developing Faculty Towards Strengthening Research and Teaching
3	Improvement of Administrative Management and Functions
4	Developing a Student Counseling Center
5	Enhancing University Development and External Relations
6	Enhancing University's Technological Infrastructure
7	Develop Engineering Science Program
8	Program Management

The following are the current Activities and Activity Directors for the 2015- 2020:

Student Aid and Fiscal Responsibility Act (SAFRA)

Activity Number	Activity
1	Creating an online RN-BSN Nursing Program
2	Developing a 2+2 Cybersecurity Program
3	Developing Undergraduate Research Office
4	Program Management

TITLE III HBCU – ALLOWABLE EXPENSES

A grantee **may** carry out one or more of the following activities as approved in the original application or subsequent determinations:

1. Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
2. Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.
3. Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
4. Development and improvement of academic programs.
5. Purchase of library books, periodicals, and other educational materials including telecommunications program materials.
6. Tutoring, counseling, and student service programs designed to improve academic success.
7. Funds and administrative management, and acquisition of equipment for use in strengthening funds management.
8. Joint use of facilities, such as laboratories and libraries.
9. Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
10. Establish community outreach programs to encourage development of academic skills and pursuit of postsecondary education.
11. Establish or improving an endowment fund.
12. Purchase of real property.
13. Financial information to improve literacy.
14. Up to 2% of grant for needed services.
15. Other activities approved by the Department of Education.

TITLE III HBCU- UNALLOWABLE EXPENSES

A grantee **may not** carry out the following activities or exceed stipulated limits:

1. Activities that are not included in the grantees approved application.
2. Activities inconsistent with State plan for desegregation.
3. Activities related to sectarian instruction or religious worship.
4. Activities provided by a school of divinity.
5. 20% limit on use for endowment.
6. 50% limit on construction of instructional facilities.
7. 2% limit for services to implement project.
8. Costs of fund-raising including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
9. Instruction in the institution's standard courses as indicated in the institution's catalog.
10. Costs of student recruitment such as advertisements, literature, and college fairs.

TITLE III SAFRA – ALLOWABLE EXPENSES

1. Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes;
2. Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
3. Academic instruction in disciplines in which Black Americans are underrepresented;
4. Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
5. Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification; and
6. Other activities, consistent with the institution's comprehensive plan and designed to increase the institution's capacity to prepare students for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering, language instruction in the less-commonly taught languages or international affairs, or nursing or allied health professions.

TITLE III SAFRA – UNALLOWABLE EXPENSES

1. Advertising and public relations cost: costs of meetings, conventions, convocations, or other events related to other activities of the institution.
2. Alcoholic beverages: Costs of alcoholic beverages are unallowable.
3. Alumni/ae activities: costs incurred, or in support of alumni/ae activities similar services are unallowable.
4. Commencement and convocation, entertainment, fundraising and investment cost are unallowable.
5. Membership, subscription and professional activity costs: costs of individual membership business, technical and professional organizations. Individual subscriptions to business, professional, and technical periodicals. Cost of membership in any civic or community organization, any country club or social or dining club organization is unallowable
6. Pre-agreement costs: cost incurred prior to the effective date of the sponsored agreement, whether or not they would have been allowable if incurred after such date, are unallowable unless approved by sponsoring agency.
7. Selling and Marketing: Costs of selling and marketing any products or services of the institution are unallowable.
8. Student Activity costs: Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable unless specifically provided for in the sponsored agreements.

TITLE III PROGRAM EVALUATION

The Department of Education and the institution require internal and external evaluations of Activity and Fiscal performance to be conducted at regular intervals throughout the project cycle. In compliance with this regulation, Title III Director will require activity reports from all Activity Directors on a quarterly basis. In addition, Activity Directors are expected to participate fully in all evaluations and audits as requested. The types of evaluations their purposes and scopes is outlined below.

Please see Title III Administration for more information.

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 Administrator 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.

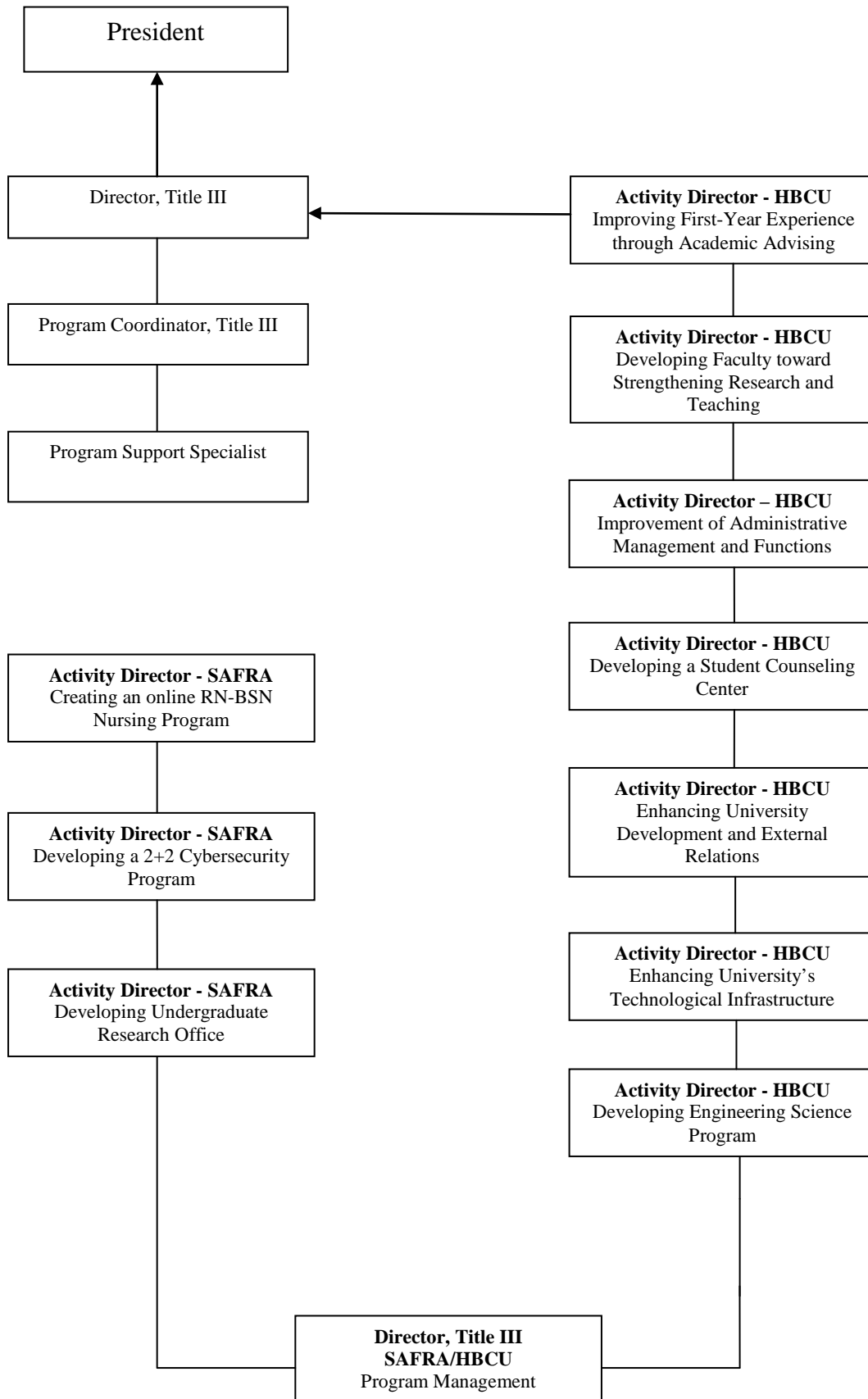
Evaluations focus on five (5) areas. *The five (5) basic areas of investigations are:*

- 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 was evaluation findings/recommendations used to enhance activity outcomes?

Evaluations (External Evaluation) *Includes a five (5) step process:*

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

ORGANIZATIONAL CHART



LINCOLN UNIVERSITY TITLE III KEY PERSONNEL ROLES/EXPECTATIONS

The Title III Office serves as the administrative unit for the program. Our primary goal is to ensure that the institution remains in compliance with federal regulations and inform the President and the LU Community of the latest trends affecting the use of Title III funds received from the Department of Education.

The main objective is to ensure Title III funds are utilized to strengthen the academic and administrative services of Lincoln University and provide effective management of the Title III funds in accordance with Department of Education.

Title III Program is administered by the Title III Director, who provides overall leadership to the programmatic aspects of the grant. This Administrator reports to the President and is assisted in this function by a Program Coordinator. The main responsibility of the Title III staff is to meet the needs of the Activity Directors and support staff by providing guidance on the processes and procedures pertaining to Title III. This office is currently located in Wright Hall, room 122.

LU President: Provides institutional leadership for the Title III grant and sets Title III program priorities in keeping with the institutional mission. The President approves and certifies all aspects of the proposal process and is the final authority on activities submitted for funding. In addition, the President ensures institutional systems are in place for effective, efficient and compliant grant administration attends national and regional Department of Education Title III meetings and stays abreast of all regulations and policies pertaining to Title III.

Title III Director: Implements policies, procedures and budgetary direction in conformity with Federal and University guidelines. The Title III Director ensures that programmatic and budgetary documentation are in place, monitors the program, and serves on major committees of the University to ensure that Title III activities remain consistent with the institution's plans and priorities. This office provides the President, Provost, and other senior executives with up-to-date information on the progress of the Title III Program at various intervals, and engages in consultants to evaluate the program as needed.

Title III Program Coordinator: Program Coordinator works directly with the Title III Director in managing, coordinating and assessing program activities for compliance and in preparing of reports, including financial and inventory reports. The Coordinator gathers pertinent information and numerical data regarding the university's comprehensive plan, reviews, and evaluates requests from university community for sufficiency and adherence to guidelines.

Title III Activity Director: Responsible for carrying out the approved program plan and achieving the formulated objectives in their respective activities. Only the Title III Director and Activity Directors may initiate requests for use of funds and the requests must be based upon the approved budget. Each Activity Director will have requests provided to the Title III administrative office.

Specific duties include the following:

- Compile and forward necessary evidence of completion of activity objectives to Title III Administration.
- Participate in required external evaluators and involve faculty, staff and students as applicable.
- Ensure implementation of activity objectives in compliance with federal regulations and institutional policies.
- Attend Title III semi-annual workshops as announced. Monitor activity budgets and request use of funds in a timely manner to ensure that all funds are used within the grant period.
- Recommends hiring, supervises and monitors, and ensures completion and approvals of Time and Effort Reports of all activity staff/faculty.
- Maintains up-to-date Title III activity inventory and documentation files.
- Produce quarterly assessment reports on progress towards goals, current challenges to program activities, etc.
- Responds appropriately to evaluation recommendations to improve activity outcomes.
- Completing and submitting Title III internal reports (T&E and Quarterly reports) by the required deadlines.

University's Administrative and Operational Policies- Title III

LU has established policies and procedures for the effective and efficient administration of the Title III Program and personnel.

No commitments, which require the use of the Title III funds, may be made prior to approval from the Title III Director's office. This is to ensure that the activities are allowable and that funds are available.

All requests involving expenditures from Title III budgets must be forwarded to the Title III office to ensure clearance for allowability and availability of funds prior to submission to Business Office/ or the office of the Provost for final processing and prior to any commitments by the Activity Director. Requests should be forwarded to the Title III office in sufficient time (10 working days) to allow for clearance prior to processing. All Title III charges must be made to the appropriate line item. Funds designated for one line item may not be used for another line item, unless appropriate budgetary revisions are requested and approvals granted by Title III Director, prior to an arrangement with an external vendor.

All requisitions must be forwarded directly to the Title III Director's office for approval prior to final processing. Under no circumstances should a business arrangement be made with an outside vendor without satisfying all administrative requirements. Reimbursements will only be made for expenditures that were pre-approved prior to purchase, and original receipts must accompany requests for reimbursement through Title III Administration.

Major changes in the general scheme of any Title III activity must be approved by the Department of Education in writing prior to implementation. Requests for modification of any programmatic objective must be made through the Title III Director. If approved by the President, modifications will be included in report submissions to the Department of Education. It is only after approval is received from the Department of Education that changes may be put into effect. The Department of Education defines major changes to institutional programs as those changes which redirect the objectives and scope of an activity, changes in key personnel, and continuation of the project for more than three (3) months without the Title III Activity Director.

Hiring of Personnel

This category refers to employees who are supported by Title III funds. Hiring procedures will follow University policy with respect to sponsored programs. The Title III Director must be consulted to ensure that the hiring of persons for Title III activities is within the framework of the approved plan and to ensure that appropriate funds are available to accommodate the action.

The following actions must be completed for all persons being paid with Title III funds:

- Human Resources must be engaged and appropriate documentation completed
- Requisition Justification Form must accompany relevant HR paperwork
- Activity Director must provide Title III Director with the name of the person, his/her title, job description, and resume within thirty (30) working days preceding date of hire

Please note: Title III Director must have involvement on all hiring or separating of personnel being paid from Title III.

Fringe Benefits:

Fringe benefits are available to persons supported by Title III funds as allowed by University policy. For more detailed information concerning benefits please refer to LU Department of Human Resources. (Located in ICC Building, 1st floor)

ACTIVITY REPORTING REQUIREMENTS

The U.S. Department of Education requires the University to maintain records that show the amount of funds awarded under each grant; how the spending of funds relates to the overall effectiveness of the institution; how the grant funds were used; the total scope of the project and other records to aid in facilitating an effective audit. The University must keep records that demonstrate compliance with program requirements and records that show significant project expenses and results. These records must be retained for three (3) years after the final financial reports submitted for the activity for which the funds were granted. Applicants for continued funding under Title III proposed activities, which are approved by University officials for continued funding under Title III, must submit an application which provides the following information:

An Activity Narrative: The activity narrative for continuing activities will be comprised of the parts that are described in the following paragraphs.

Title III Quarterly Reports

The Title III Quarterly Information Report must be completed to better judge the progress of the program. If any major activity occurs 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.

Activity Directors are responsible to complete and submit Quarterly Reports according to the following due dates:*

Due Dates	Grant Periods
January 15 th	October 1 st – December 31 st
April 15 th	January 1 st – March 31 st
July 15 th	April 1 st – June 30 th
October 15 th	July 1 st – September 30 th

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

Annual Performance Report (APR)

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.

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 is the University’s opportunity to express the overall improvements that have been made using Title III funds. Therefore all Activity Directors are required to submit a Final Performance Report to the Title III Director no later than December 31st, following the end of the Five-Year grant cycle. These reports are necessary to complete the Department of Education Final Performance Report.

Time and Effort Reports

Any faculty, administrator, or staff member who earns salary wholly or in part from Title III funds **MUST** submit Time and Effort Reports monthly. These reports are mandated by the federal government as assurance that an employee is meeting the time commitment and degree and scope of work agreed upon in the award terms and conditions.

Time and Effort Reports **MUST** be completed and certified by Employee, Supervisor, Activity Director, and Title III Director.

It is the Activity Director's responsibility to collect these reports monthly and submit them to the Title III office.

The monthly Time and Effort Report must include the following:

- Monthly Time and Effort Form (sample of this form in Appendix) - This form must explicitly detail the activities the employee engaged in during the designated timeframe that directly contributed to that unit meetings its stated goals and objectives.

PROCUREMENT PROCEDURES

It is the responsibility of the Activity Director to initiate purchase & personnel travel request using the appropriate Lincoln University forms. The request forms must be approved by the Activity Director, Department and Division heads **BEFORE** it is submitted to Title III Director for approval. All requests must be accompanied with supporting documentation this is to ensure the request is within the scope of the activity and are allowable expenses. Once the Title III Director approves the request it will be forwarded to the appropriate department for processing. Allowable cost is determined by Title III Director and Senior Grants Accountant based upon OMB Uniform guidelines in 2 CFR 200 and EDGAR regulations. For more information see:

- <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- <https://ed.gov/poliy/fund/guid/uniform-guidance/index.html>

Please utilize the LU Travel Authorization Request (TAR), Purchase Requisition, and Voucher forms when submitting requests. Please ensure each form has the following information prior to submitting it to Title III Director:

- Appropriate Title III account number and object code listed
- Current Date of requisition
- Item/travel description
- Total cost
- Purchase Justification Form and supporting documentation attached to request
- Forms are signed by Activity Director and other relevant personnel

**Activity Director should keep copies of all requests for record keeping purposes*

Completing the forms accurately and obtaining required signatures will minimize delays and errors. If you are not sure about the account number and/or appropriate object code please contact Title III office for assistance.

Purchase Requisitions

The originating department determines the need and completes the purchase requisition. All requisition requests, including those 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.

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 is required for international travel, purchases over \$5000 and personnel changes.

If the following conditions are met, the form will be signed by the Title III Program Director and forwarded to the Senior Grants Accountant. Requisitions may be returned to the Activity Director in the event that any or all of the following conditions are not met:

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.

Check Requests

The originating department determines the need and completes the check request. Check requests must be submitted with a Title III Requisition Justification Form. This form can be found in the Appendix. Check requests should be accompanied by a LU Personnel Services Form where applicable.

Requests require the following signatures:

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

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.

Forms will be returned to the originator if any of the above requirements are missing.

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.

Travel Authorization Requests

Federal direction requires specific documentation for all travel funded by the Title III grant. Travel requests must be submitted on a Travel Authorization Request (TAR) Form along with supporting documentation. All travel related expenses (car rental, hotel, airline, registration fee, etc.) must be listed on the Travel Authorization Request. Any check request pertaining to the travel must be submitted with the Travel Authorization Request Form. **Please note: Travel requests should be submitted no less than 30 days prior to date of travel.**

Submit the following forms for a complete TAR:

- Travel Authorization form
 - Travel Justification form
 - Before travel checklist
 - Quote for hotel and/or transportation costs (obtain from University’s authorized travel agency)
 - Event registration costs
 - Agenda for event
- Title III office complies with University policy and procedures pertaining to travel- for more detailed information see Appendix A: Business Travel Expenses.
- All requests for Foreign/International Travel requests must be approved by University President as well as approved by Title III in Washington, D.C.
- Within five (5) days after return from travel, travelers must submit original travel expense receipts and the Statement of Travel Expenses Form to Title III Administration. ***(Reimbursable original receipts must be documented.)***

Submit the following forms for a complete STE:

- Statement of travel expenses
 - Original itemized receipts
 - Post Travel Workshop/Conference form
 - After Travel Checklist
- Documentation is critical as there are federally published limits governing meals and incidentals allowed for travel.

Equipment

Purchase of equipment costing \$5,000 or more shall adhere to the following guidelines and governing directives. The recipient shall use the equipment in the activity for which it was acquired as long as needed, whether or not the activity continues to be supported by Title III funding. When no longer needed for the original intent, the Activity Director or Coordinator will notify the Title III Administration for appropriate disposition of the equipment.

Emergency Purchases: Purchases made under emergency conditions must be limited to those goods and/or services required to meet the emergency condition.

Such emergencies are defined as:

"A condition, which creates a threat to the health, welfare or safety of staff and/or students. Situations, which endanger lives, property, or the continuation of vital programs".

An equipment inventory form must be completed and provided to Title III Administration for all equipment purchases. In addition, a statement that clearly identifies the control system in effect (which ensures that adequate safeguards are in place to prevent damage or theft to the equipment) should be included on the inventory form. The purchase of equipment with Title III funds may be permissible only after receiving approval from Title III Administration. Equipment Management Requirements (EDGAR 7434/8a32) Procedures for managing equipment (including replacement equipment) until transfer, replacement, or disposition takes place shall, at a minimum, meet the following requirements: Property records shall be maintained accurately. Retention and access requirements for these records are explained in subpart D of the Education Department General Administrative Regulations (EDGAR).

For each item of equipment, the records shall include:

- A description of the equipment, including the manufacturer's model number, if any an identification number
- Identification of the grant under which the recipient acquired the equipment
- The information needed to calculate the Federal share of the equipment including acquisition date and unit acquisition cost
- Location, use, and condition of the equipment and the date the information was reported
- All pertinent information on the ultimate transfer, replacement, or disposition of the equipment

A physical inventory of equipment shall be taken {in accordance with EDGAR Section 74.34(f)} and the results reconciled with the property records every two years to ascertain the existence, current utilization, and continued need for the equipment. A statistical sampling

basis is acceptable. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the cause of the differences.

A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented. All property acquired with Title III funds shall be tagged for identification purposes. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

Where equipment is to be sold, the Federal Government has a right to part or all of the proceeds. Under no circumstances should equipment procured with Title III funds be sold without the written permission of the Title III Director.

Equipment is approved for use in the achievement of goals of each activity and should be moved only if the activity is being moved to different quarters of the University or the equipment is required for use in another department attached to the University. Title III Administration must be notified prior to the relocation of any equipment or furniture items.

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.

Supplies

"Supplies" means materials or provisions stored and dispensed when needed.

- Grantees should purchase supplies using Title III funds only in amounts reasonably expected to be required for the performance of the grant activity.
- Supplies should be procured on a timely basis to reflect use of the supplies during the period of grant support.
- Although there is no requirement for accountability for supplies similar to that for equipment, the Activity Director is expected to maintain those records necessary to support the purchase-receipts and proper charge of supplies in accordance with good management practice.

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 484-365-7594 or 484-365- 8059 and, if a University vehicle, Fleet Management at 484-365-7113. 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, totaling \$10.00 or more, must accompany reports and 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 484-365-7113.

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 University City but his/her primary worksite is located at the Main Campus. The employee must make a university-related visit to the University City 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.

Addendum-

Enclosure 3

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

UNITED STATES DEPARTMENT OF EDUCATION

Office of the Chief Financial Officer

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014

APPENDIX B – FORMS



The Lincoln University Travel Authorization Request

Revised Copy

No: _____

Section A Traveler Information

Traveler (Please Type or Print) _____

Traveler Title _____ Traveler Phone _____ Traveler E-mail Address _____

Department/Program _____ Dept. Code _____ Object Code _____

Departmental Secretary (Name/Phone/email) _____

Purpose of Travel _____

Traveling From The Lincoln University/University City Traveling To: _____

Departure Date _____ Return Date _____

Traveler Signature _____ Date _____

Section B Required Travel Arrangements

Number of Passenger/Travelers _____ Smoking Non Smoking

Hotel Date _____ Buses Train Air University Vehicle

Shuttle Date _____ Origin _____ Destination _____

Shuttle Date _____ Origin _____ Destination _____

Special Request(s) _____

Preferred Time Of Arrival AM NOON PM Anytime Red Eye is OK

Section C Estimate/Total Expenses Attach Detailed Quotes/Calculations to Justify Totals

Transportation

Train \$ _____ Air \$ _____ Auto Rental \$ _____ Bus \$ _____ Taxi \$ _____ Shuttle \$ _____

Total Mileage _____ @ \$.50 /mile = \$ _____

Parking _____

Lodging _____

Meals _____

Registration/Conference Fees (Attach Completed Copy in Duplicate) _____ Paid with Check _____

Requisition # _____

Other (Specify) _____

Total: \$ _____

Cash Advance Requested \$ _____

(Please attach a copy of your worksheet)

Section D Approvals

Approved Disapproved _____ Date _____

Department Chair or Director

Approved Disapproved _____ Date _____

Dean (For Faculty Travel)

Approved Disapproved _____ Date _____

Vice President

International Travel

Approved Disapproved _____ Date _____

President

Special Programs/Grants

Approved Disapproved _____ Date _____

Grants Coordinator

Section E Authorized Changes Cancellation Approval

V/P _____ V/P _____

Dean _____ Dean _____

Date _____ Date _____

Fax to Travel Agent _____ Fax to Travel Agent _____

Revised 06/26/13



Travel Justification Form

(Submit with TAR)

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, 1st Floor

Phone: 484-365- 7234

Travel Justification Form

(Submit with 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, 1st Floor

Phone: 484-365-7234

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.*)
- Completed Travel Justification Form
- Email Correspondence

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

Traveler

Date

Activity Director

Date



The Lincoln University Statement of Travel Expense

No.

Travel Authorization Request No. _____

DEPARTMENT	DEPARTMENT CODE	DATE
NAME	OBJECT CODE	TITLE

PURPOSE OF THE TRIP	
POINTS TRAVELED TO	DATES
TRANSPORTATION BY Common Carrier Personal Car University Van/Fleet Management	
COMMON CARRIER NAME	

DATE	DEPARTED FROM (<i>Location</i>)	ARRIVED AT (<i>Location</i>)	MILES
	Lincoln University		
		Lincoln University/	

REPORT PERIOD DATES	TOTAL
---------------------	--------------

MILEAGE @ 50 PER MILE						
AIR/TRAIN FARE						
AIRPORT LIMOUSINE/SHUTTLE						
PUBLIC TRANSIT						
TAXI (<i>when allowed</i>)						
HOTEL/MOTEL						
BREAKFAST						
LUNCH						
DINNER						
TIPS (<i>for meals up to 18% of cost before tax</i>)						
TELEPHONE (<i>business only</i>)						
REGISTRATION FEE						
PARKING						
BRIDGE, TUNNEL TOLL						
TURNPIKE TOLL						
TIP (<i>other than meals 10% of cost before tax</i>)						
MISCELLANEOUS (<i>itemize</i>)						
TOTALS						

DATE SUBMITTED	Signature of Traveler	Funds Advanced	\$
		Amount Due Traveler	\$
DATE APPROVED	Approved By (Signature)	Adjustment	\$
REMARKS:		Total Amount Due	\$

SUBMIT ORIGINAL RECEIPTS FOR ALL EXPENDITURES

Business Office (Original)



Office of Title III Programs
Wright Hall, 1st Floor
Phone: 484-365- 7234

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



Post-Travel Conference/Meeting/Workshop Form

(To be submitted with STE)

Traveler Name _____ Date _____

Title III or ORSP Grant (Select One) HBCU _____ SAFRA _____ ORSP _____

Title III or ORSP Activity/Grant Name _____

Title III or ORSP Activity/Grant Director _____

Name/Title of Conference/Meeting/Workshop _____

Date of Meeting _____ Venue/Location _____

Please provide names and titles of attendees in the section below, both internal and external personnel should be included (i.e. attendees from other universities, other organizations, etcetera).

Attendee Name	Attendee Title

State the goals of the meeting below.

Office of Title III Programs

Wright Hall, 1st Floor

Phone: 484-365-7234

Provide a list of all sessions attended, and give a general summary of the main points discussed.

Please describe what you have learned from these sessions and how you are applying the lessons learned to improve your work here at Lincoln University.

Please describe any planned follow-up action.



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

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 business on the first day of the month following the covered time frame.



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 first day of the month following the covered timeframe. 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,

Job Title *(Please state your job title)*

Example: Program Specialist I

Student _____ **Staff** _____ **Faculty** _____ *(Please select one)*

Example: Student

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

Example: HBCU SAFRA

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 days worked for the month is 20 and you took 5 days of

Annual Leave = .25% (5/20)

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:

Title III Office EXT 7234

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



Office of Title III Programs

Wright Hall, 1st Floor

Phone: 484-365-7423

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, 1st Floor

Phone: 484-365-7234

Title III Quarterly Progress Report

Quarter Ending _____

Activity Director _____

Activity _____

Due Date	Quarter
January 15 th	October - December
April 15 th	January - March
July 15 th	April - June
October 15 th	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): _____

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Comments</u>
Date								
						Code	Code	

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Comments</u>
Date								
	Code	Code	Code	Code	Code	Code	Code	

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Comments</u>
Date								
	Code	Code	Code	Code	Code	Code	Code	

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Comments</u>
Date								
	Code	Code	Code	Code	Code	Code	Code	

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Comments</u>
Date								
	Code	Code	Code	Code	Code	Code	Code	

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Earning Codes

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, this 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
Attach to Quarterly Report

Name	
Activity	
Objective	
Benchmark	
Challenge(s)	
Progress (1-10)	

Overall Comments:

Signature: _____ **Date:** _____