

## Foundation Warrant FAQ

What is a Foundation Warrant form?

Use the [Foundation Warrant](#) when requesting a transfer of funds from the Foundation to the University or designated payee.

Where do I find the Foundation Warrant form?

- The Foundation Warrant can be found on the University's [website](#) and the Foundation's [website](#).

What is an Account Continuation Page?

Use the [Account Continuation Page](#) if the department is requesting the transfer of funds from more than two (2) Foundation accounts.

What is a Receipt-Invoice Log?

Use the [Receipt-Invoice Log](#) if you are submitting more than one receipt to the Foundation for reimbursement.

What is the Foundation Warrant process of approvals?

- Once the Foundation Warrant has been created with the appropriate documentation, it should go to the appropriate Department Head or Director, followed by the appropriate Dean or Administrative Head. Then, it moves on to the appropriate Vice President, followed by the Financial Services Business Office where it has multiple stops before finally arriving at the Foundation. Once here, it has multiple approvals as well. Finally, if all approvals go as planned the payment is made.

What is the average time for the full Foundation Warrant process?

- Typically, once submitted, the Foundation Warrant process averages about a month (4 weeks) for the payment to be made. Three weeks at the University and one week at the Foundation.

How do I find the current status of the Foundation Warrant? Has the payment been made?

- Unfortunately, until the Foundation Warrant reaches the Foundation office, we are unable to determine where the Foundation Warrant stands. We are currently brainstorming a process to enable the requestors the ability to track the Foundation Warrant throughout the entire process.

What is my account number?

- If you are unsure of the account number for a fund, you are more than welcome to call the Foundation at 337-482-0700 to find this information.

Are Foundation Warrants for direct payments or reimbursements?

- Both. Upon approval from the appropriate authority you can either be reimbursed for an expense using receipts, or if a direct payment to the vendor using a billed invoice is preferred, that is acceptable as well. If the expense is for ~~personal~~ services, the Foundation **must** pay the vendor directly.

When does the Foundation need a [W-9](#) for a vendor?

- We require a W-9 for all new vendors. If you are unsure if we have a W-9 on file, please send one.

How many invoices can be put on a Foundation Warrant?

- There is a mandatory 1:1 ratio for invoices to Foundation Warrants. Please use one invoice per Foundation Warrant. Also, please do not use a quote or statement in place of an invoice.

What do I do if the invoice has sales tax on it?

- The University is sales tax exempt. If you find sales tax on the invoice, contact the vendor and inform them of the exemption. The vendor will most likely need the Sales Tax Exempt form, which you can request from the Foundation or Financial Services.

What do I do if I need to split the cost of the Foundation Warrant between more than two accounts?

- On our [website](#), under the resources section, you will find a link to the UL Lafayette Foundation Warrant Account Continuation Page which should provide more than enough space for more accounts.

Does the payment have to be sent to the payee?

- If you would like the payment to be directed elsewhere at someone's attention, please note this on the Foundation Warrant (e.g. Attn: Dr. Joseph Savoie, President's Office). We will then be sure the payment gets to the right hands and not payee.

What about mileage reimbursement?

- Travelers may utilize personal cars for business travel up to 99 miles roundtrip. Travelers going over 99 miles roundtrip should rent a vehicle. If use of personal vehicle it is less expensive than the combined cost of airfare, car rental, and alternate transportation. The use of personal cars for business travel will be reimbursed at an amount not to exceed the IRS standard mileage rate. The standard rate shall include all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking or toll road fees (which are separately reimbursed).

What documentation is needed for a meal expense reimbursement?

- The following items are necessary for any meal expenses:
  - o Itemized receipt of the meal
  - o Proof of payment receipt
  - o List of all attendees full names and business purpose (NO grouping, e.g. Football team, Management department & staff)

Will alcohol be reimbursed?

- Alcohol is not allowable **unless** part of a prospect gift basket or incurred during a meal or special event that is being provided for a business guest with whom we have, or are attempting to establish, bona fide business ties. The itemized receipt must include a notation of the name of the gift recipient/reason for the gift, or in the case of meals or special events, the names of all guests along with a brief explanation of the business purpose.

Can I be reimbursed for spousal (or life partner) expenses?

- Spousal (or life partner) expenses are not allowable unless a significant bona fide business purpose is being fulfilled by the spouse/partner. Advanced approval must be obtained to affirm the spouse/partner's business role. This should be documented and sent along with the Foundation Warrant.

Can I purchase gift cards with Foundation funds?

- Purchase of gift cards with Foundation funds are not permitted.

How long do I have to submit a Foundation Warrant for reimbursement once the expense has been made?

- Expense reports must be submitted for reimbursement (along with detailed receipts and required documentation) **within 45 days** of the underlying expenditure.