
Baskin Engineering RAs At Your Service: Our Second Newsletter Edition

At Your Service | Issue 02 | December 18, 2024



Research Administration

Baskin Engineering At Your Service

RESEARCH ADMINISTRATION SERVICES

- Reviewing and approving all transactions involving the commitment of grant funds.
- Providing regular financial summaries and projections of expenditures to PIs.
- Consulting with PIs to determine how best to meet their changing financial needs.
- Assisting with the closing of grants.
- Ensuring that all transactions are in accordance with the terms and conditions of the award and with university policy.

How I can help you

Hi Principal Investigators,

This newsletter is committed to providing helpful reminders.



- **No Domestic Per Diem** . The M&IE cap for CONUS travel under 30 days shall not be treated as a per diem. M&IE reimbursement shall be limited to the actual reasonable costs incurred. More information to come about M&IE policy changes.
- **Baskin Engineering requires receipts.** Always keep receipts as proof of payment.

Per the Travel guide:

Divisions may implement their own internal receipt requirements including all itemized receipts for meals and incidentals, miscellaneous, and special fees associated with all travel under \$75.

- **Conference Agenda.** Must always be included with your CruzFly reimbursement claim.

Per the Travel guide:

For virtual conferences (via Zoom, etc.), the destination of travel should be considered the location that the conference was virtually attended, most likely the remote work location or office location (e.g. Santa Cruz, CA, Scotts Valley, CA, etc.). If an agenda is provided for the conference, include a copy when submitting your expense report.



CruzFly tips:

- **Report Name** - Add conference name and travel dates to the report name field.
- **Business Purpose** -Don't forget the **who, what, where, why, and how**. It is essential to describe your business travel.

Example: (Screenshot)

University of California - Santa Cruz

Cancel Save

Expenses For Anna Madrigal

Report Name

Start Date

End Date

Business Purpose

Initial Approver

Is travel included?

Is entertainment included?

If the expense report is related to a separate submission of any kind (e.g. another expense report, post travel expenses, etc.) please describe below.

Related Expenses
Optional

Do you know who your RA is?



Winter Closure - Our office will be closed December 23-January 3rd

Check us out!

[Baskin Engineering RA Staff List->](#)

[Baskin Engineering RA Page ->](#)

