

Internal Award Guidance

For RCAP and FUSE projects that have been affected by COVID-19, we will work with each project individually to determine a favorable path forward. Contact fuse@wku.edu or internal.grants@wku.edu with questions about your award.

Travel

The Travel Office advises that Travel Expense Vouchers can now be sent electronically. The email accompanying the voucher must indicate approval from the Approver (if appropriate).

FUSE/RCAP Travel

Electronic Travel Expense Vouchers charging FUSE or RCAP indexes should be sent to fuse@wku.edu or internal.grants@wku.edu respectively for approval before being sent to the Travel Office.

Accounting & Financial Reporting updates from Amy Fugate

In the past, we have required original documents with original signatures prior to processing JVs, inter-accounts, etc. Under the current circumstances, we now will accept scanned documents as long as we have ALL of the necessary supporting documentation included. In addition, we will begin accepting electronic signatures as long as we can verify the source. This means we may have to print out an extra page showing who sent the email or we may need to make a phone call to the electronic signees to ensure we do not receive fraudulent requests.

The accounting and financial reporting department has set up a new generic email address for our department to begin receiving these documents electronically, instead of by campus mail. Our new email address is listed in the directory as directory as "Accounting & Financial Reporting" with the actual email address being afr@wku.edu.

FUSE/RCAP Inter-Accounts

Electronic Inter-Accounts (with supporting documents) charging FUSE or RCAP indexes should be sent to fuse@wku.edu or internal.grants@wku.edu respectively for approval before being sent to Accounting.