FRESNO STATE®

Academic Resources Office / Division of Academic Affairs

IRA Training

Academic Resources Office

IRA 26/27 AY

What is IRA (Instructionally Related Activities)

- The goal of the IRA program is to provide student fee **funding for out-of-class experiences for students** participating in an academic program, discipline, or department where those experiences are integrally related to one of its instructional courses.
- To be eligible, activities must:

  (a) be discipline/departmentally based and sponsored

  (b) be integral to course offerings

  (c) be intensive, structured activities

  (d) require active rather than passive student involvement

  (e) engage students in performances, presentations, or competitions that demonstrate skills from participation in intensive class work

26/27 AY IRA Projects

- 232 IRA applications received
- 136 Awarded (some were lump sum)
- Totaling **$1,000,000.00**
- IRA funding DOES NOT carry forward. They are closed at the end of each project proposed date.

Eligibility Criteria

- Students must be enrolled to receive IRA funding. Graduation or disenrollment from the University disqualifies the student from receiving funding (student must be enrolled in units).
- Incoming freshman and/or transfer students can receive project funds once they begin their course work.

Open Enrollment students do not qualify for IRA funds as they do not pay into this fee.

Deadline Dates for the 26/27 AY

- Main deadline date for projects happening in Spring
  - May, 7th 2027
- Deadline to register new suppliers – March 5th 2027
- Deadline to place orders in P2P with IRA funding – April 2nd 2027
- Deadline to place orders with Print Shop – March 5th 2027
- Deadline for TOE's (mainly for print shop orders) – 30 days from datawarehouse report
- Deadline date for travel claims – 21 days from return date
- Driving Course – required for University Business 3 weeks prior to departure date (certificate is required for reimbursement)
- HR Volunteer Form – required by HR 3 weeks prior to departure date (if driving for University Business – only applies to students who are not a paid student assistant)

Allowable expenses

- Student Travel
- Guest Speakers (Honorariums)
- Building Projects (Ex: Tiny House, Art Exhibitions, etc)
- Clubs/Teams
  - Lodging expenses
  - Charter bus/es
- Car Rental - Enterprise and National (Authorized car agencies)

NOT Allowable Expenses

- No Durable Goods
- No Student Payroll
- No Per Diems
- No Honorariums to CSU employees (staff/faculty/volunteers)
- No trophies, awards, plaques or thank you gifts
- No promo/No publicity
- No Travel Packages/Bundles
- No upgrades, no early check-ins or late check-outs
- No Travel Protection fees
- No refueling charges or add ons are allowed for rental vehicles
- No faculty/staff or volunteer expenses

*** Contact ARO prior to making purchase to receive approval***

P2P vs Legacy Way

- P2P
  - Suppliers (Amazon, Lowe's, etc)
  - Independent contractors (Honorariums)

- Legacy Way
  - Student Travel
    - Claims
    - Applications
  - ProCard Reconciliation


SHANGHAI AIRLINES

Travel

Travel Caps

- $700 max for In-State Travel
- $1,000 max for Out-of-State Travel
- $1,200 max for International Travel
- $333.00 (excluding taxes and fees) max cap for domestic travel for lodging (please visit Travel Website for more information)

What does Travel cover?

- Registration fee
- Hotel
- Flight
- Mileage
- Rental vehicle (Enterprise and National only)
- Uber/Lyft
- International Travel Insurance, if applicable

IRA/University will not cover the following:

- No upgrades on travel
- No travel packages
- No early check-ins
- No late check-outs
- No refueling costs
- No travel insurance
- No meals
- Items that were not approved by IRA Committee will NOT be covered
- No expenses will be covered by students who drop or decide not to attend a trip. If expenses were incurred, student will be responsible to pay back the funds.

If booking with a third party vendor, please ensure you do not reserve travel packages, and ALL expenses are itemized. Failure to follow this policy will result in no reimbursement.

Before Traveling

- Provost PreApproval form – if trip will exceed $2,500
- Travel Application – only for international travel or advance requests
- University Travel Forms (Complete 3 weeks prior to departure date)
  - Form 1 – Academic Off-Campus Event Notification- this will be sent to Clery Office at clery@mail.fresnostate.edu, please **CC ARO** (aro@mail.fresnostate.edu)
  - Form 2 – Liability Waiver Form – this form will need to be walked to University Police prior to departure date
  - Form 3 – Emergency Contact Info – this form will need to be walked to University Police prior to departure date
- **International Insurance**, if applicable
- HR Volunteer Form – required for all students who are driving for university business
- Defensive Driving Course – complete 3 weeks prior to departure date (parking, mileage, rental fees, fuel)

Payment Options for Student/s (Travel)

- Option 1: Students can pay for expenses then seek reimbursement once they return
- Option 2: Department Assistance
  - **Registration fees** – these are typically paid with Department ProCards (Dept ProCard holder will need to submit a ProCard PreApproval)
- Option 3: Advance Request
  - Travel Application – 3 weeks prior to departure date
    - Hotels
    - Flights

** Important information, if there is a student who incurs expenses for this trip, and ends up not traveling, they are responsible to pay the University back for those expenses. Please visit our Travel Website for more information. **

Travel Application

- Only required if:
  - Traveling international
  - Requesting an advance
    - ❖ Travel advances must contain hotel/flight confirmations to verify the advanced amount

Travel Claim

- Claims are due to ARO email within 21 calendar days from return date.
- Travel Claim must contain the following documentation:
  - List of student names/ID numbers
  - Conference Agenda
  - Itemized receipts (hotel, flights and registration, car rentals) must have a zero balance
    - You can not claim fuel and mileage. Mileage is for personal vehicles, and fuel for rental charges.
  - Expense Breakdown spreadsheet
- Meals are not covered with IRA funding
- Car rentals must be paid out of pocket and then seek reimbursement ***(you can not seek reimbursement for both mileage and gas reimbursement)***
- Foreign Travel - Federal Per Diem rates apply. Travel insurance required.

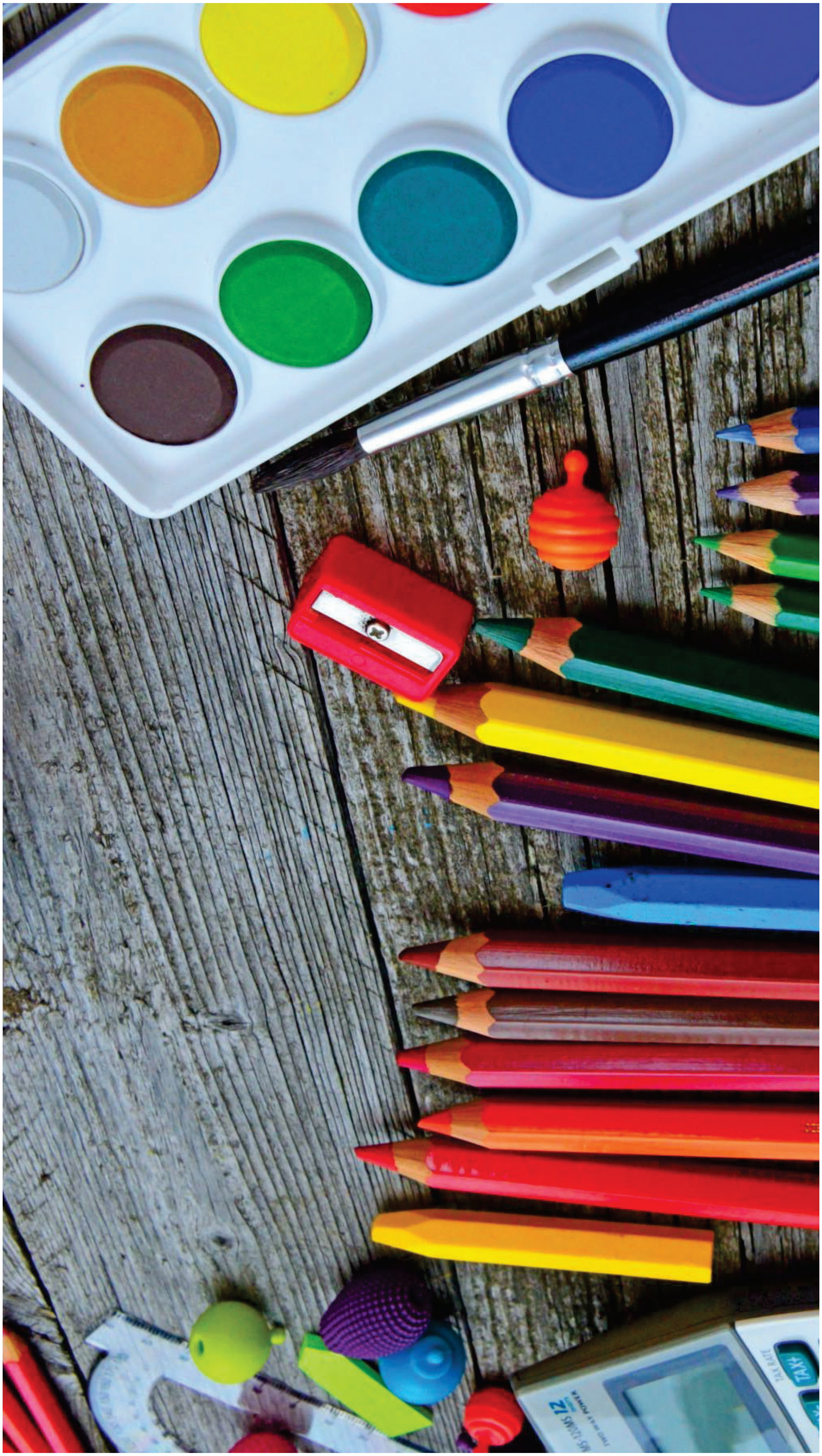
Honorariums

Honorarium process

- P2P
  - Independent contractor must be onboarded in P2P - Request New Supplier
    - Deadline to onboard new suppliers for the 26/27 AY is **March 5th 2027**
  - Honorariums over $2,000 must include an email approval from the Dean
  - Flyer for guest speaker (must include if it will be an in-person or zoom presentation)
  - Invoice
    - Deadline to pay supplier – **April 2nd 2027**

Important Honorariums information

- Out-of-state guest artist
  - If guest artist is from out-of-state and come to California to provide services for us, AND if they are being paid > $1,500 for the calendar year, Accounting will withhold 7% for non-resident withholding tax.
  - If guest artist is from out-of-the-country and come to California to provide services for us, Accounting will withhold 30% for federal non-resident withholding in addition to the 7% State tax, and there is no threshold.



Procure-to-Pay
P2P

Deadline for P2P – April 2nd 2027

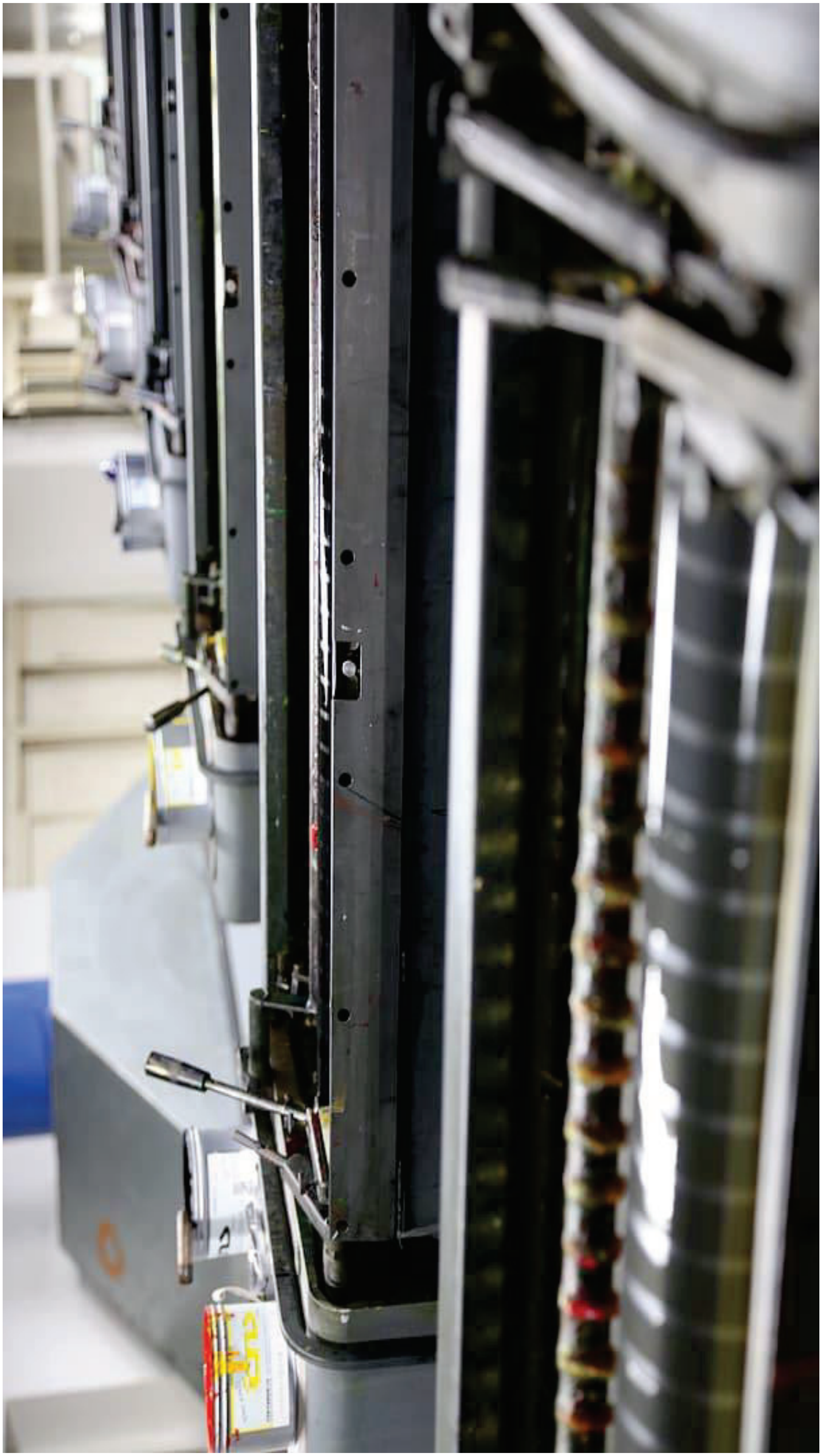
Eligible P2P items

- Supplies – depends on your IRA application (mostly Theatre & Dance & Lyles College of Engineering)
- Honorariums

Who submits P2P orders?

- Your Department Admin Assistant!
  - Students **DO NOT** have access to this. Please work closely with your DAA!

Deadline Date for P2P orders: April 2nd 2027



Print Shop Orders

Deadline date for Print Shop Orders - March 5th 2027

Eligible items to be printed

- Posters for students to present
  - IRA application must have this request listed

How does Printing work?

- All Print Shop orders must be charged directly to the department
- DAA must submit the order
- ARO must review proof before submitting to be placed in production
- Expenses will need to be documented in a Transfer of Expense (TOE) journal and transferred out once charges show up
  - TOE must be submitted to ARO **30 days** from datawarehouse report
- No promo/no publicity allowed
- Last Day to submit any printing is March 5th 2027


EXPENSES
LEVER ARCH FILE

Transfer of Expenses
TOE's

TOE's

- TOE's submitted to be covered with IRA funds can not be used to cover department operating budget
- Print Shop TOE's
  - Proofs must have been approved by ARO prior to printing
  - Must contain Datawarehouse report
  - Must contain print shop job ticket
  - Must provide a copy of the item that was printed
  - Explanation of what the item was used for, how were the item/s used, and where is the item now
- IRA related TOE's
  - Must contain datawarehouse report
  - Must contain original receipts of these expenses
  - Must provide photos of the item/s being charged to IRA funds

REMINDER

ARO Office Hours

- Tuesdays from 10-11 AM - via zoom
- Thursdays from 1:30-2:30 PM - via zoom

- ARO website
- ARO email (aro@mail.fresnostate.edu)
- ARO Listserv
- Work closely with DAA in your college/Department!
- Any changes, immediately inform ARO
- Contact ARO for any prior approvals
- Manage your budget wisely!
- ***Not all items listed on the IRA application are necessarily approved***