

**FRESNOCSTATE®**

**Academic Resources Office / Division of Academic Affairs**

# IRA Training

Academic Resources Office

IRA 25/26 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

# 25/26 AY IRA Projects

- 290 IRA applications received
- 109 Awarded (some were lump sum)
- Totalling **\$1,202,200.00**
- 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.
- 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 25/26 AY

- Main deadline date for projects happening in Spring
  - **May 1<sup>st</sup>, 2026**
- Deadline to register new suppliers – **March 6<sup>th</sup> 2026**
- Deadline to place orders in P2P with IRA funding – **April 1<sup>st</sup> 2026**
- Deadline to place orders with Print Shop – **March 2<sup>nd</sup> 2026**
- 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
    - ❖ Travel Store
  - ProCard Reconciliation



# Travel

# Travel Caps

- \$800 max for In-State Travel
- \$1,200 max for Out-of-State Travel
- \$1,600 max for International Travel
- \$333.00 (excluding taxes and fees) max cap for domestic travel for lodging

# What does Travel cover?

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

# 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](mailto:Academic Off-Campus Event Notification)- this will be sent to Clery Office at [clery@mail.fresnostate.edu](mailto:clery@mail.fresnostate.edu), please **CC ARO** ([aro@mail.fresnostate.edu](mailto: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)
  - **Lodging/flights** – DAA will reach out to Travel Store (NEW CONTACT) to book lodging/flights for students. Then DAA seeks invoice and submits directly to ARO for payment.
- **Option 3:** Advance Request
  - Travel Application – 3 weeks prior to departure date
    - ❖ Hotels
    - ❖ Flights

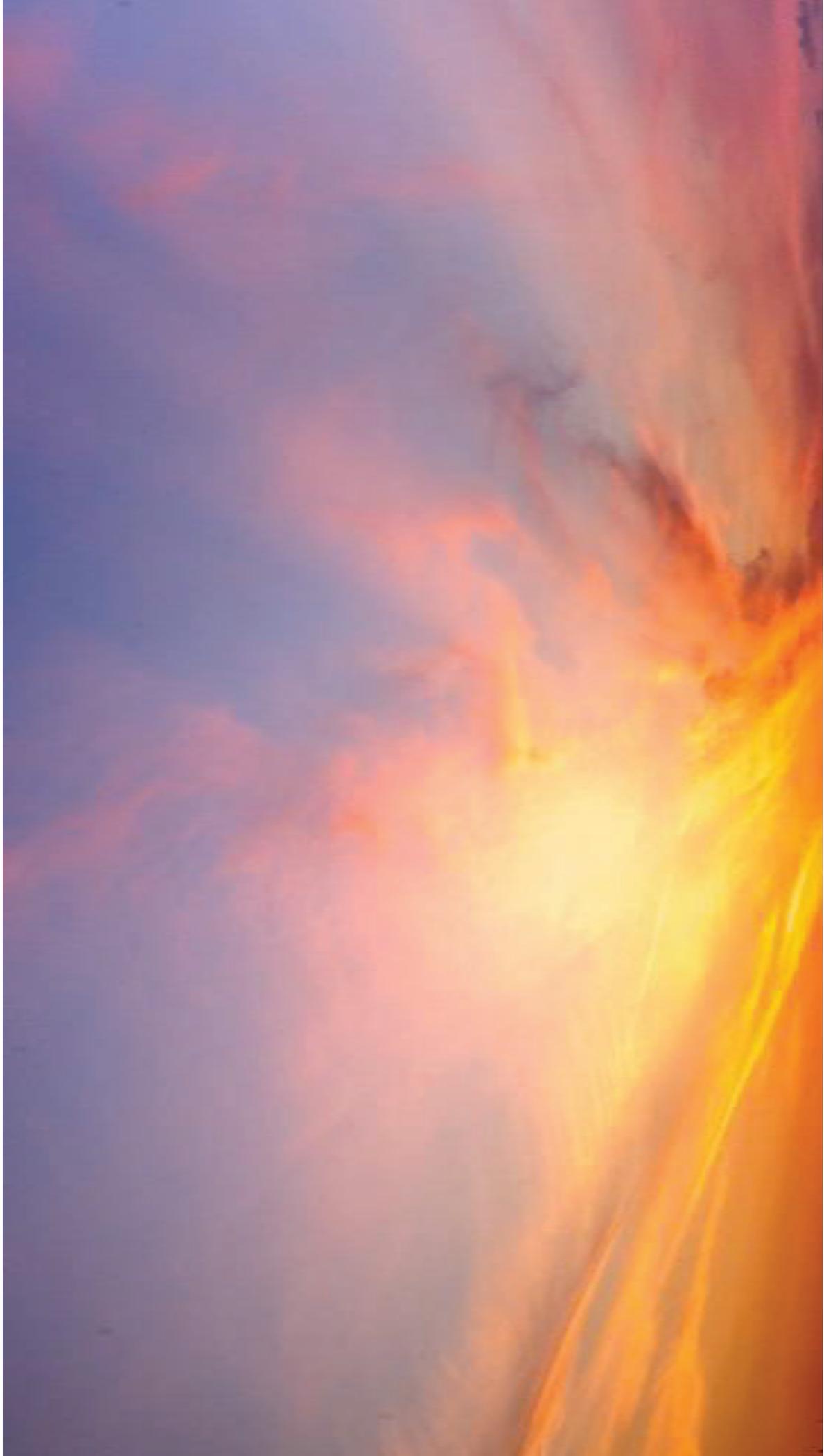
*\* Important information, if there is a student who incurs expenses for this trip, and ends up not traveling, they are responsible to pay the University back for those expenses. Please visit our [Travel Website](#) for more information. \**

# 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 25/26 AY is **March 6<sup>th</sup> 2026**
  - 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 1<sup>st</sup> 2026**

# 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 1<sup>st</sup> 2026**

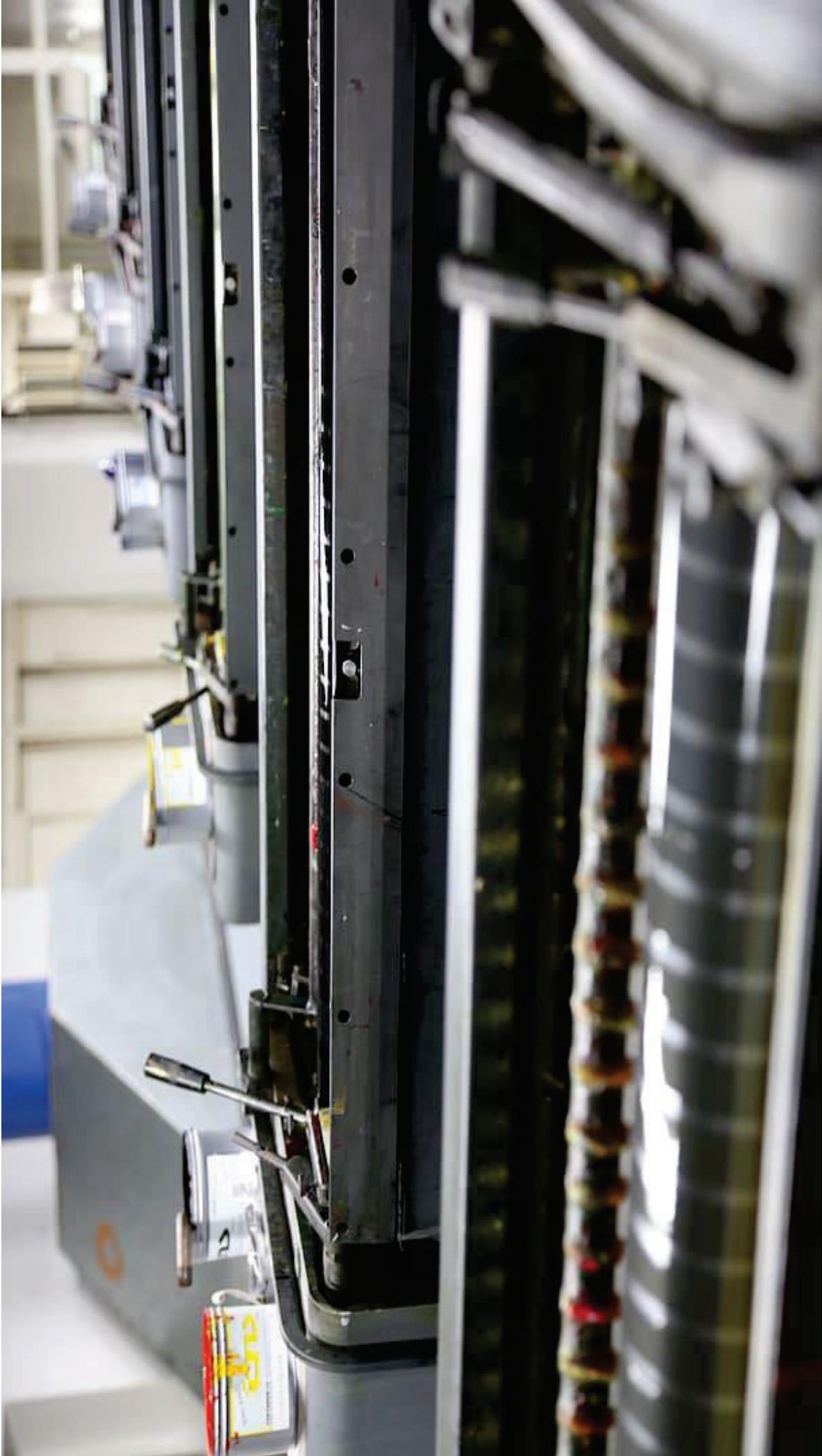
# Eligible P2P items

- 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 1<sup>st</sup> 2026**



# Print Shop Orders

# 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 2<sup>nd</sup> 2026**



LEVER ARCH FILE

**EXPENSES**

Batch: < 3363 7037 >



# 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

**REMINDED**

- **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](mailto:aro@mail.fresnostate.edu))
- ARO Listserv
- Work closely with DAA in your college!
- 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***

# Training

FRESNO STATE.

# Upcoming Training Sessions

## Travel Policy Refresher

Monday, September 22 3:00-5:00PM Zoom

## Concur Workshops

Thursday, September 4 9:00-11:00AM Zoom  
Wednesday, October 8 1:30-3:30PM Zoom  
Friday, November 7 10:00-12:00PM Zoom

## Student IRA Travel Workshops

Thursday, August 21 8:45-9:50AM Library 2206  
Wednesday, September 3 1:00-1:50PM Library 2206  
Monday, September 8 10:00-10:50AM Zoom



why

when

when

who

where

when

what

why

QUESTIONS

how

how

who

when

what

how

?

where

how

where