

# **FOOD SECURITY GROUP**

## Handbook



JANUARY 2020

## Table of Contents

LIST OF ACRONYMS.....	2
OVERVIEW OF THE MSU FOOD SECURITY GROUP (FSG).....	5
PRE-AWARD PROCESSES AND PROCEDURES.....	7
General information .....	7
Hints and Tips .....	7
Proposal Development & Submission .....	8
Award Negotiation & Acceptance .....	9
Account Setup/Modifications .....	9
Award Closeout.....	9
Procedures for Review and Approval of Potential New Projects Involving Work in High-Risk Areas...	9
OVERSEAS RELOCATION .....	12
Processes for Arranging Moves .....	12
Allowances for Transitions.....	13
Rest and Recuperation (R&R) Travel (3 FAM 3720) .....	13
Home Leave (3 FAM 3430 and 3 FAH-1 H-3430) .....	14
Coverage for Health Insurance and Medical/Natural Disaster Evacuation When Living Overseas ....	15
PROFESSIONAL SERVICES CONTRACTS .....	17
NRA Professional Services Contract (NRA-PSC).....	17
Invoice Processing for NRA-PSCs .....	17
Invoice processing for Regular PSCs (U.S. Citizens and Resident Aliens) .....	18
OVERVIEW OF IMPREST FUNDS.....	20
Imprest Advance Procedure .....	20
Procedure for Requesting a New Imprest Advance .....	20
Procedure for Modifying an Imprest Advance .....	21
In-Country Office Requirements.....	21
Processing the Voucher at MSU .....	22
Closing of an Imprest Advance .....	22
Tax/Reporting Requirements of an Imprest Advance .....	23
MSU Responsibility .....	23
POST-AWARD PROCESSES AND PROCEDURES .....	25
Award Management .....	25
Award Types .....	25

Award Processing Times (from Contract and Grant Administration).....	25
Subaward .....	25
Reporting .....	26
Technical Reporting .....	26
TRAVEL (DOMESTIC AND INTERNATIONAL) .....	29
Preferred Travel Agencies.....	29
Build Your Travel Profile (completed by Traveler) .....	30
FSG Travel Notification (completed by Traveler) .....	30
Request (formerly Pre-Trip Authorization).....	31
MSU Global Travel Registry .....	32
Procedures for Review of Proposed Travel to High-Risk Areas .....	32
Reserving and Paying for Travel .....	34
Travel Reimbursement .....	36
Instructions for Completing Travel Reimbursement Claim Form:.....	36
FSG PROJECT PUBLICATIONS AND OTHER FORMS OF COMMUNICATION .....	40
Overview of FSG Publications .....	40
Preparation of FSG project publications.....	40
Posting of project publications to project websites .....	41
Posting of project publications to AgEconSearch and USAID/DEC.....	41
Other forms of communication .....	42

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 1  
LIST OF ACRONYMS***

## LIST OF ACRONYMS

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ACH	Automated Clearing House, a U.S. financial network used for electronic payments and money transfers.
AE	Account Explorer, a customized project management tool
AFRE	Department of Agricultural, Food, and Resource Economics
AN	Annual appointment (12 months)
AOR	Authorized Organizational Representative
AY	Academic Year appointment (9 months)
CGA	Contract and Grant Administration
CONUS	Continental United States
COP	Chief of Party
DI	Distribution of Income and Expense
DOS	Department of State
DSSR	Department of State Standardized Regulations
DUNS	Data Universal Numbering System
DV	Disbursement Voucher
EAR	Export Administration Regulations
ECORRW	Export Control and Open Research Review Worksheet
ECTS	Office of Export Control & Trade Sanctions
F&A	Facilities & Administrative cost/rate
FASTR	Faculty and Staff Travel Review Committee
FO	Fiscal Officer
FOA	Funding Opportunity Announcement
FSG	Food Security Group
FSP	Feed the Future Innovation Lab for Food Security Policy
GTR	Global Travel Registry
IDC	Indirect Cost
ISP	International Studies and Programs
ITAR	International Traffic in Arms Regulations
LOC	Letter of credit
MOU	Memorandum of Understanding
MSU-FCU	Michigan State University Federal Credit Union
NICRA	Negotiated Indirect Cost Rate Agreement
NRAPSC	Non-resident Alien Professional Services Contract
OCONUS	Outside the Continental United States
OIHS	Office of International Health & Safety
OMB	Office of Management and Budget
OSP	Office of Sponsored Programs
PI	Principal Investigator
PO	Purchase Order
PSC	Professional Services Contract
PTA	Preferred Travel Agencies
RC	Restricted account prefix

RG	Unrestricted account prefix
RFA	Request for Applications
RFP	Request for Proposal
SI	Specific Identification Method (for calculating fringe benefits)
SMA	Separate Maintenance Allowance
SOM	State of Michigan
SPA	Sponsored Programs Administration (oversees and supports OSP and CGA)
SU	Summer salary
TBD	To Be Determined
TCN	Third-Country National
TDC	Total Direct Costs
USAID	U.S. Agency for International Development

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 2  
WHAT IS FSG?***

## OVERVIEW OF THE MSU FOOD SECURITY GROUP (FSG)

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AFRE's Food Security Group (FSG) is a self-organized team that carries out empirically based policy-oriented scholarly research, engagement and capacity-building focused on problems of global food security.

- FSG has operated since the early 1980s, though with roots in faculty and projects stretching back to the 1960s.
- FSG numbers approximately 25 faculty, both tenure-stream and fixed-term, primarily but not entirely from the **Department of Agricultural, Food, and Resource Economics**.
- Typically, there are several FSG faculty based long-term in field project offices in Africa and Asia.
- FSG projects also support graduate research assistants.
- The members of FSG work together on a set of related externally funded international projects, with overall team coordination and support from two Co-Directors, administrative support from a 4-person business office funded by FSG grants, and several on-call assistants working on publications, websites, and communications.
- Major financial support for FSG has come from USAID through three 10-year cooperative agreements (1983-2013), a 7-year cooperative agreement (2014-2020), and a new 5-year cooperative agreement (2019-2024).
- Although the FSG portfolio has been considerably diversified since the early 2000s, USAID funding continues to provide at least 75% of the total.

Further information about FSG can be found on the  
[FSG Website](#)



***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 3  
PRE-AWARD***

## PRE-AWARD PROCESSES AND PROCEDURES

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### General information

1. The [Office of Sponsored Programs \(OSP\)](#) is a unit dedicated to pre-award administration. Its mission is to provide high-quality pre-award services to faculty, staff, and central administration by:
  - a. Reviewing, interpreting and implementing sponsor and/or institutional rules, regulations or requirements;
  - b. Assisting with proposal preparation by ensuring compliance with university and sponsor policies;
  - c. Identifying potential problems and resolving issues that arise throughout the pre-award lifecycle;
  - d. Submitting proposals as MSU's Authorized Organizational Representative;
  - e. Negotiating award terms and conditions and executing agreements on behalf of MSU; and
  - f. Communicating with MSU offices to facilitate the proposal and award processes.
2. Contact information at OSP:
  - a. **Proposal Group:**
    - i. [Proposal Team 2](#)
    - ii. Manager: Craig O'Neill (517) 884-4275
    - iii. [Agriculture & Natural Resources](#)
  - b. **Contract Group**
    - i. Contract Team 2: [ContractTeam2@osp.msu.edu](mailto:ContractTeam2@osp.msu.edu)
    - ii. Manager: Diane Cox (517) 884-4243

### Hints and Tips

What are some items that can be provided at proposal stage to speed up the processing of an award?

- Provide all subaward documentation (no "To be Determined" (TBD))
  - ✓ Budget
  - ✓ Budget Justification
  - ✓ SOW
  - ✓ Commitment Form
- Start the ECORRW

What will be needed at award stage when issuing the subaward?

- Budget
- Budget Justification
- SOW
- Subrecipient Commitment Form
- Current Audit
- Advance request including payback terms (international only)
- Employee Biographical Data Form

## Proposal Development & Submission

- [Visit the proposal development and submission site at this link](#)

Preparation of any contract or grant proposal can be a challenging undertaking and usually involves several individuals working closely together to meet the proposal deadlines. Becoming familiar with the proposal process will help ensure successful submission of a proposal. The section below outlines recommended steps for the preparation and submission of a proposal at MSU. In addition, OSP has created a **Proposal Checklist** that provides guidance on the **steps of proposal creation and submission**. We encourage using this checklist when working through the proposal development and submission stage.

[Link to OSP Proposal Checklist \(Excel format\)](#)

1. Eligibility
  - a. Only eligible MSU faculty members may submit a proposal as a PI. Recently hired fixed-term faculty are usually not eligible. Information regarding who can submit a proposal and the steps for requesting PI exception approval can be found at the [PI Eligibility and Requesting Exceptions](#) webpage.
2. [Proposal Submission Deadline Policy](#)
  - a. To help ensure timely review and processing of [sponsored projects](#) proposals, visit the MSU Proposal Submission Deadline Policy webpage. The [OSP Proposal Timeline graphic](#) has been created to help show clearly the step-by-step activities leading up to the submission. The steps are adapted to FSG and summarized in the following table:

Time Frame	Step and Key Activities
12-16 weeks before deadline	Step One: Identify your funding opportunity, learn what type of projects the sponsor usually funds, and begin planning your project.
6-12 weeks before deadline	Step Two: Work with colleagues to determine and implement proposal assignments, timelines, potential issues.
4-6 weeks before deadline	Step Three: Work with FSG business office staff to create draft scope of work, budget, and budget justification. Share solicitation with OSP.
2-4 weeks before deadline	Step Four: Continue to develop proposal content and budget with FSG, college and OSP preaward staff.
6-8 business days before deadline	Step Five: Send OSP Proposal Team the budget, budget justification, statement of work, and similar items for planned subawards.
4-6 business days before deadline	Step Six: Complete and route the Proposal Development document (PD) for approval after receiving OSP approval of budget.
3 business days before deadline	Step Seven: Provide final proposal to OSP for submission
1 business day before deadline	Step Eight: OSP submits “on-time” proposals one day before deadline.

Adapted from the [guide at this link](#).

OSP’s proposal submission policy includes a “10:6:3” deadline structure: the solicitation should be provided to OSP at least ten (10) business days in advance (not specified in the table above); the final budget for OSP review at least six (6) business days in advance; and the complete proposal for submission three full business days (3) before the submission deadline.

- b. Please contact your administrator, [Chad Odom](#) in the **FSG Business Office** at, and OSP proposal representative as soon as you become aware of a possible opportunity so the

preparation timeline can be established. OSP may need *additional lead time for Federal contract proposals* or compliance certifications.

3. [Prepare Proposal Development Document](#)
4. [Develop Proposal](#)
5. [Develop Budget](#)
6. [Regulatory Requirements](#)
7. [Submit Proposal](#)
8. [Additional Information and Tools for International Projects](#)

### Award Negotiation & Acceptance

- [Link to award negotiation and acceptance](#)

The Award Negotiation and Acceptance stage encompasses the activities that take place after a proposal is submitted, up until the fully executed (signed) award has been received and passed to the Contract and Grant Administration (CGA) for account setup.

### Account Setup/Modifications

- [Link to account setup/modifications](#)

After a sponsored program award has been fully executed, an RC or RG account number is assigned in MSU's financial system. This allows expenses to be posted to the project account throughout the life of the project. Once an RC account number has been established, specific details regarding the award are entered into Account Explorer (AE), a customized project management tool.

Throughout the project period, there may be additional award actions that occur including issuing subawards and modifications such as time extensions or additional funding. These responsibilities are handled by [CGA's Awards Group](#).

### Award Closeout

- [Link to award closeout](#)

The closeout of a restricted (RC) or unrestricted (RG) sponsored program award finalizes the MSU project account and closes it in the university financial system. The process is initiated by CGA after the project period end date. The CGA group responsible for the closeout of your account is dependent on whether sponsor funds were received by submitting invoices or whether funding was drawn from a payment system, also known as letter of credit (LOC).

### Procedures for Review and Approval of Potential New Projects Involving Work in High-Risk Areas

- New procedures are being developed; MSU is creating their own risk assessment levels.
- PI's should start an **ECORRW** early in the process

- See step 6 under *Proposal Development and Submission* above
  - See *Export Control Procedures* below
- Information from Office of Sponsored Programs and Contract and Grant Administration is given in the following sections.

### **Frequently Required Budget and Proposal Data**

- [Link to frequently required budget and proposal data](#)

### **Forms and Templates**

- [Link to forms and templates](#)

### **Export Control Procedures**

- [Link to Export Control Procedures](#)  
Michigan State University is required to comply with a variety of U.S. Government statutes and regulations dealing with export controls and trade sanctions. The Office of Export Control & Trade Sanctions (ECTS) has developed the on-line Export Control and Open Research Review Worksheet (ECORRW) to help identify export-controlled technologies or materials found on the International Traffic in Arms Regulations (ITAR) list, and/or the Export Administration Regulations (EAR) list, and to identify research activities planned with international entities that may be subject to trade sanctions.

All PIs and other project personnel are individually responsible for compliance with export controls and trade sanctions. If you have questions regarding the ECORRW, the short form, or the potential applicability of EAR, ITAR, or trade sanctions to your proposal or project, please contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or email [export@msu.edu](mailto:export@msu.edu). You can also find additional resources on the ECTS website at this [link](#).

### **Additional Information and Tools for International Projects**

This [link](#) contains information on the following:

- [Budget Preparations](#)
- [Subrecipients](#)
- [Subaward Setup Guidance](#)
- [Insurance Requirements and Resources](#)
- [Methods of Payment and Imprest Advance Procedures](#)
- [Subject Matter Experts](#)

### **Other Links for International Projects**

- [International Budget Checklist.pdf](#) (Revised: 7/21/2016 By Heliste, Jodi )
- [Managing International Projects 8-18-16.pdf](#) (Revised: 8/18/2016 By Heliste, Jodi )

### **Acronyms in Research Administration**

- [Link to list](#)

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 4  
OVERSEAS POSTINGS***

## OVERSEAS RELOCATION

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The **U.S. Department of State Overseas Assignments** [website](#) contains links to several topics of helpful information when an FSG faculty/staff member is considering an overseas move to a project location.

The **Foreign Service Assignment Notebook (FSAN)** offers an overview of preparations for an official overseas move. It guides U.S. Government foreign affairs employees and their family members through a process that can be confusing and offers invaluable information and guidance for an international move to a project post. Topics include: Overview of a U.S. Mission, children in the Foreign Service, resilience, post research, packing to go, finances, family member employment, insurance, traveling with pets, and more.

Please refer to this document as early in the relocation assignment as possible: [Foreign Service Assignment Notebook: What Do I Do Now?](#)

### Processes for Arranging Moves

#### 1. Eligibility

Eligible individuals are faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 50 miles to the MSU work location. For example, if the former job location was 3 miles from the former home, the new job location must be at least 53 miles from that former home. The distance test only considers the location of the former home and does not take into consideration the location of the new home. Payment for moving expenses is not an entitlement; in all cases, it is an option to be agreed upon between the unit administrator(s) and the prospective faculty/staff member.

#### 2. Approvals

Moving expenses up to \$10,000 require approval of the Dean, Director or Chairperson. Amounts exceeding \$10,000 must be approved by the Provost (or designate) or the Executive Vice President for Administrative Services (or designate), or the Vice President for Finance and Treasurer (or designate). An MAU or unit may establish a more restrictive moving expense policy and may limit moving expenses as deemed appropriate.

#### 3. University Contracts

Employees are encouraged to utilize MSU's contracted moving company suppliers. **MSU Purchasing** manages relocation contracts for moves of personnel and obtains contracts that offer faculty and staff discounted rates. Do not call the national affiliate—the contract is with the local office who can assist you for all international moves.

For **MSU Moving Services**, please follow this [link](#).

Contact Information:

MSU Contract Manager  
[Christina Wyrick](#)  
(517) 884-6164

#### 4. Payment

All costs for moving services are to be paid by the employee, who may then submit them for reimbursement up to the amount of the approved allowance. The Tax Cuts and Jobs Act passed in December 2017 has changed the taxability of moving expense payments. In conformity with IRS regulations, moving expenses paid to the employee now constitute **a taxable allowance that will be reported by MSU as taxable income and included on the employee's W-2 statement at the end of the year.** Applicable taxes will be withheld and reported.

**FSG Business office** will complete an [Additional Payment Form](#) to process the Moving Expense Allowance payment for faculty and academic staff. The offer letter or agreement supporting the allowance amount must be attached.

#### Allowances for Transitions

The Department of State Office of Allowances develops and coordinates policies, regulations, standards, and procedures to administer the government-wide allowances and benefits program abroad under the Department of State [Standardized Regulations \(DSSR\)](#). Foreign Service employees and family members should review the following for up-to-date information.

- [Summary of Allowances](#)
- [Frequently Asked Questions](#)
- [Allowances by Location](#)
- [Living Quarters Allowance](#)

For FSG-specific questions related to  
**Allowances** for overseas posts,  
Please contact [Scott Frump](#) in the **FSG Business Office**

#### Rest and Recuperation (R&R) Travel (3 FAM 3720)

The purpose of R&R is to give employees relief from onerous conditions at the post of assignment. Approximately 70 percent of all posts worldwide are certified for R&R, with the majority of the non-certified posts in Western Europe. If a post is R&R-certified, employees are eligible to take one R&R trip during a two-year tour and two trips during a three-year tour if that tour is unbroken by home leave.<sup>1</sup> R&R travel must begin and end at post, and the time away from post is charged to annual leave. See [3 FAH-1, 3722, Exhibits 1-5](#) for a list of posts certified for R&R and their designated relief areas.

##### 1. Eligibility

U.S. citizens assigned to overseas posts are eligible for R&R if:

- a. They are assigned to a designated R&R post abroad (including employees of participating agencies assigned to USAID missions) and they serve at such a post for a period of at least two years unbroken by home leave (service at two consecutive R&R

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<sup>1</sup> Note that some missions have more generous country-specific allowances.



posts can be combined for R&R purposes for the needs of the Service, in accordance with [3 FAH-1 H-3723](#)); or

- b. They are assigned to, or in specific authorized circumstances, serving extended TDY, at a post that has been approved by the Director General of the Foreign Service and Director of Human Resources (M/DGHR) for special R&R under [3 FAM 3727.1](#).

2. Employees have the choice of traveling to:

- a. The designated overseas relief point.
- b. Another overseas location, provided that the purpose and objectives of R&R travel are met. Costs of travel to another overseas location are reimbursable only up to the cost of travel to the designated relief point.
- c. Any city in the United States or its Commonwealths, territories, or possessions, including American Samoa, Puerto Rico, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.

The family may take R&R even if the employee is not able to travel. Travel eligibility for children ceases at age 21, except for unmarried children of any age who are incapable of self-support (see the definitions of eligible family members in [14 FAM 511.3](#)).

Employees or family members who travel both to a point abroad and to the U.S. on their R&R trip can be reimbursed only up to the cost of travel to the official relief point abroad, not to a destination in the U.S.

3. Family members (see [14 FAM 511.3](#)) resident at post are eligible for R&R. Unless otherwise approved by post's management officer in exceptional circumstances (e.g., the marriage of an employee during the tour of duty), eligible family members must reside at post for the entire tour to qualify for the travel benefit. In exercising this discretion, post management officers must operate under the presumption that R&R will not be authorized if the beneficiaries apply for voluntary SMA<sup>2</sup> (Separate Maintenance Allowance) immediately preceding or following R&R travel. Eligible family members may travel separately from the employee and are not required to travel to the same destination.

## Home Leave ([3 FAM 3430](#) and [3 FAH-1 H-3430](#))

The purpose of home leave is to ensure that all employees sent overseas for extended periods to represent the United States undergo periodic reorientation and re-exposure to the United States. All employees must take home leave, as it is a statutory requirement. Foreign Service employees who are assigned abroad earn home leave at the rate of 15 days for each year of overseas service. There is no maximum limitation on the accrual of home leave. Employees are not paid for unused home leave upon separation or retirement. Home leave can be used only in the United States, in the U.S. Commonwealths, or in the territories and possessions of the United States.

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<sup>2</sup> **Voluntary SMA** (for special needs or hardship of an employee): When an employee requests SMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, education, or family considerations for the spouse or domestic partner as defined in [3 FAM 1610](#), children, or other family member (children, including sisters and brothers, unless attending secondary school must be under age 18 or incapable of self support).

## 1. Eligibility

Within the limitation of available funds, the foreign affairs agencies may grant home leave, or combined home leave and annual leave, with travel at U.S. Government expense to any employee who:

- a. Is a citizen of the United States;
  - b. Has completed at least:
    - i. 12 months of continuous service abroad at a post experiencing extraordinary circumstances, as determined by the Director General of the Foreign Service; or
    - ii. 18 months of continuous service abroad; and
  - c. After home leave, is expected to return:
    - i. Immediately to service abroad with the employing agency; or
    - ii. To service abroad with the employing agency upon completion of an assignment in the United States; or
    - iii. To service abroad after transferring to an international organization.
2. Home leave is ordinarily granted at the conclusion of an overseas assignment if the requirement for continuous overseas service cited in [3 FAM 3431.2](#), subparagraph(a)(2), has been met. Exceptions to this requirement can be found in [3 FAM 3433.1](#).
3. Employees must take home leave as soon as possible after 36 months of continuous service abroad. Employees serving at posts experiencing extraordinary circumstances must take home leave at the conclusion of their assignments in accordance with the guidelines in [3 FAM 3434.2](#), paragraph b, and [3 FAM 3435.1](#), paragraph d.

## Coverage for Health Insurance and Medical/Natural Disaster Evacuation When Living Overseas

**MSU HUMAN RESOURCES** processes the employee health insurance for those going overseas long-term and CIGNA is the plan as of August 2019.

1. CIGNA International Expatriate Benefits is offering Medical, Dental, IEAP and Medical Evacuation / Repatriation benefits to the **employees of Michigan State University**. This comprehensive international healthcare program allows employees and their families to access quality healthcare *anywhere in the world*.
2. The international health information can be found at this [link](#).
3. General overview of the plan designed for employees on international assignments can be found at this [link](#).

**Note:** The website says Dubai but it is for all locations, not just Dubai.

For FSG-specific questions related to  
Medical/Health Insurance for overseas posts  
Please contact [Becky Proctor](#), MSU Human Resources  
Phone: 517-884-0174

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 5  
PROFESSIONAL SERVICES  
CONTRACTS  
(PSCs)***

## PROFESSIONAL SERVICES CONTRACTS<sup>3</sup>

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Professional services are unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases, these services are of a specific project nature, and are not a continuing, ongoing responsibility of the institution. The services rendered are specialized in nature even though the contractor may not be required to be licensed.

Professional Services Contracts take about 3 weeks from start to finish. Not complicated, but it does take a bit to get all of the signatures.

### NRA Professional Services Contract (NRA-PSC)

1. When an independent contractor is required for project work, the PI will complete the NRA-PSC Request form. See [Annex A](#) below for this form.

#### Procedure for signature requirements on contract:

- a. Contractor and authorized signer for the account to be charged.
  - b. Contract and Grant Administration if charging an RC account.
  - c. Dean, Vice President or Designate if the contract is greater than \$10,000.
  - d. Purchasing Department approval is required if the contract is greater than \$15,000.
2. Sole source documentation is required for all contracts greater than \$10,000. The PI must provide this information to Kevin Cox, FSG Business Office.
  3. Submit completed Request form to **Kevin Cox, FSG Business Office** (coxkevi3@msu.edu)
  4. Kevin will email the completed PSC, \*W-8BEN form (for an individual), and Wire Transfer payment form to the contractor for review and signature.  
\*NRA-PSCs for an **entity** overseas, rather than an individual, are required to fill out a W8-BEN E form.
  5. Once the PSC documentation is received and PSC is signed, then it is routed to CGA and Department for approval.
  6. The vendor must be created in the finance system for payment to be initiated.
  7. A final copy of the PSC is emailed to the contractor with cc: to PI.

### Invoice Processing for NRA-PSCs

1. Upon receipt of invoice(s) and approval by the PI, the Disbursement Voucher will be processed for payment to the contractor.
2. Include payment summary in "Explanation" – for example:  
*Total Contract: \$30,000*  
*Previously Invoiced: \$18,000*  
*Current Invoice: \$12,000*  
*Remaining Balance: \$0*
3. "Payment Reason Code" = **G – Contr. Serv/Advertise/Print/Honoraria**
4. Payee ID/Vendor # = search for name or use information provided from "New Vendor" setup
5. Wire Transfer payment is required for all international payments. All banking information from the Wire Transfer payment form must be included on the DV.

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<sup>3</sup> For "PSCs" (used for U.S. Citizens and Resident Aliens) the term "personal services contract" is used by the MSU Purchasing and is listed as such on the PSC form. For NRA-PSCs (non-resident aliens) the term "professional services contract" is used. For simplicity, the term "professional services contract" is used throughout this Section.

### Invoice processing for Regular PSCs (U.S. Citizens and Resident Aliens)

1. Invoices are required for all PSCs and are to include a full description and dates of the services rendered, the PO number referenced, and a “remit to” address.
2. All invoices are to be sent to Michigan State University, Accounts Payable, 166 Service Rd, Room 103, East Lansing, MI 48824. Accounts Payable accepts invoices from both MSU departments and suppliers electronically (see Accounts Payable email instructions). Instructing contractors to submit invoices directly to the department will result in a delay in payment.

Templates and various forms for PSCs:

- [Blank NRA-PSC Form](#)
- [Blank PSC Form](#)
- [Invoice Template](#)
- [NRA-PSC Request](#)
- [PSC Request](#)

Please reach out to [Kevin Cox](#) for any additional questions or forms regarding NRA-PSCs or PSCs.

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 6***  
**IMPREST FUND MANAGEMENT**

## OVERVIEW OF IMPREST FUNDS

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In general, an Imprest account is a revolving fund managed in a separate account used to pay in-country expenses. All disbursements are documented with receipts and expenses are typically recognized when replenishments are made to the account. At MSU, Imprest accounts are established for on-going research projects, generally conducted overseas, through an in-country office. An Imprest advance is provided by MSU to a full-time faculty member, who typically sets up bank accounts for project use in-country.

For additional information on  
**Imprest Advance Procedure** from the  
**MSU Sponsored Projects Administration**, click [here](#).

### Imprest Advance Procedure

Imprest advances must be approved by the FSG business office manager, as well as Contract and Grant Administration, prior to the issuance of an Imprest advance. The due date of the advance reconciliation, or closeout of the fund, must be within 30 days after the final project end date of the research account. In some circumstances, the reconciliation due date may be earlier.

It is common for the individual to set up at least three bank accounts: a US bank account into which the MSU checks will be deposited and two accounts in the country where business will be conducted (US currency and local currency). Funds are transferred from the US account to the foreign account by the advance holder as needed. All accounts must be set up in the name of the advance holder, not in MSU's name, and be non-interest bearing.

### Procedure for Requesting a New Imprest Advance

1. Establish the business need for the Imprest Fund. The need should be clear and calculated before proceeding.
  - a. A full-time faculty member on MSU payroll will be personally liable for the advance.
2. Create a budget for the initial advance. Typically, the imprest advance is 3 times the amount of estimated monthly expenditures.
3. Create a petty cash advance request for the in-country office start up under the faculty member's name.
  - a. Forms Needed:
    - i. Memo or letter requesting the Petty Cash Advance. See [Annex F](#) below. This memo must be sent to CGA at [transactions@cga.msu.edu](mailto:transactions@cga.msu.edu).
    - ii. Line item expenditure budget from in-country office estimating one month of expenses.
    - iii. CGA may require additional information as necessary. If approved, CGA will forward the initial request and approvals to the Accounting Office at [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu) for processing.
  - b. With all documents completed, create an Internal Billing document in the financial system to request the cash advance.
4. Once the cash advance note is created by the accounting office, it needs to be signed in all three spots by the Imprest account holder. See [Annex G](#) below.

5. An MSUFCU account will be opened in the Imprest holders name by the FSG business office, listing two secondary owners (FSG co-Director and an on-campus PI).
  - a. Must be a non-interest-bearing checking account.
  - b. Go to MSUFCU.org to obtain a paper application.
  - c. Send the application via email to the Imprest account holder, FSG co-Director and on-campus PI. Each party needs to complete their section of the application.
  - d. Take the application, along with a photo ID of the Imprest holder, to the nearest MSUFCU branch to open the account. This is the account where the funds will be deposited.
  - e. Application must be signed by:
    - i. Account holder
    - ii. FSG co-Director
    - iii. On-campus PI
6. Deposit the check into the created MSUFCU account for the Imprest holder.

### **Procedure for Modifying an Imprest Advance**

In the event an Imprest advance needs to be modified, the details of the requested changes should be sent to CGA at [transactions@cga.msu.edu](mailto:transactions@cga.msu.edu). Typical Imprest advance modifications include the addition or deletion of RC account numbers, extension of due date, and advance amount modification. If appropriate, CGA will forward the modification request to Accounting for processing after approval. If the individual responsible for the advance is changing, their advance needs to be closed, and a new Imprest advance should be requested for the replacement individual. See [Annex F](#) below.

### **In-Country Office Requirements**

1. All expenses must be documented, MSU will require receipts and an expense summary for every voucher. Typical in-country expenses include:
  - a. Office operating expenses
  - b. Fuel receipts
  - c. In-country consultant contracts.
  - d. Monthly in-country staff payment
  - e. Workshop/conference events (hotel room charges, per diems, catering, fieldwork, etc.)  
Any meetings, conferences, seminars, etc. need the following attached in the voucher:
    - i. Purpose
    - ii. Agenda
    - iii. Participants List
    - iv. Any meals and beverages distributed (please note: NO alcohol is allowed and cannot be paid for using federal funds)
2. Receipts and vouchers should be submitted on a monthly basis.
3. Always send monthly bank statements to the FSG business office for reconciliation purposes.
4. Purchases greater than \$5,000 require quotes from 3 different vendors and should be made from East Lansing campus, not using Imprest funds. If there is only one vendor available, sole-source justification is required.



5. Along with all receipts and vouchers, also include an updated Excel spreadsheet noting and describing all expenses. This will be used to compare the receipts/vouchers that were sent over.
  - a. See [Annex H](#) below.
  - b. All of the expenses must be in order, with receipt numbers matching the expense summary.
6. Any in-country personnel/consultants need contracts. The contract needs to be sent to MSU for review prior to beginning employment. All contracts must be authorized by the Imprest holder, project director (PI) and contracts and grants administration. No work should be done until the contract is signed by all parties. See [Annex I](#) for example of an in-country consultant contract.
  - a. In-country personnel payments need to be accompanied by a receipt stating that they received payment, as well as the signed contract for the period of performance.

### **Processing the Voucher at MSU**

1. Compare the expense summary and receipts provided by the in-country personnel for accuracy.
  - a. Make notes of any discrepancies that you find.
  - b. If you cannot find a receipt, ask the in-country contact for it.
  - c. Direct any questions to the in-country contact.
  - d. Review the voucher for allowable, allocable and justifiable expenses. Ask for clarification from the in-country contact for anything you do not understand.
2. Keep copies of all consultant contracts and submit with payment. Make sure that:
  - a. The most up-to-date contract is on file and included on the voucher.
  - b. The consultant's expenses submitted for reimbursement were completed during the period of performance of the contract being charged. CGA will not reimburse expenses incurred outside the period of the contract.
3. When a voucher includes travel expenses (per diem, lodging, transportation):
  - a. Check the per diem rates at this [link](#) to make sure the amount does not exceed the maximum amounts on the website.
  - b. The Imprest holder should never reimburse their own expenses; that should always be done through the FSG business office.
4. Fill out a disbursement voucher in EBS Financial System.
  - a. Use Payment Reason "R – Replenish Open Ended Cash Advances"
  - b. Use Payment Method "P – Check/ACH" The check will be printed and sent to the FSG business office to deposit into the Imprest holders MSUFCU bank account.
  - c. Use the spreadsheet sent by the in-country office to determine the correct accounts to which the charges should be allocated.
  - d. Attach reimbursement worksheet, expense summary, account allocation, all receipts and all signed contracts to the disbursement voucher.

### **Closing of an Imprest Advance**

When the project has ended, receipts for allowable expenses are processed on a Distribution of Income and Expense (DI) document. The account number in the "From" section of the DI should be XZ052171, and the object code should be 6173, "Refunds." The "To" section of the DI should contain the appropriate RC account(s) and use object code 6489, "Contractual Services," to charge for the expenses incurred. The DI document reduces the outstanding amount of the advance per the receipts (the total of the DI must match the total of the receipts). Any portion of the cash advance not reconciled by receipts should be taken to the Cashier's Office and deposited against the open advance. The advance number will be needed by the Cashier's Office in order to properly credit the advance.

### **Tax/Reporting Requirements of an Imprest Advance**

The IRS has reporting requirements for those that have signature authority on a foreign bank account. See PUBLICATION 4261. There are also reporting requirements for the university if a foreign bank account is opened to conduct university business. Please notify the Office of Financial Analysis and Reporting at 517-355-5029 or [financial.analysis@ctrl.msu.edu](mailto:financial.analysis@ctrl.msu.edu) about any applicable foreign accounts.

### **MSU Responsibility**

All Staff, consultants, subcontractors and subgrantees must conduct activities morally, ethically and in the spirit of public accountability and transparency.

Please reach out to [Kevin Cox](#) for any additional questions or forms Imprest funds.

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 7  
POST-AWARD***

## POST-AWARD PROCESSES AND PROCEDURES

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### Award Management

Award management includes all post-award activities that occur between the time an award/account is established in MSU's financial system and when the closeout process begins for sponsored program accounts. All CGA groups are involved in the management of the award.

### Award Types

**Contract:** Establishes a mutually binding legal relationship obligating the seller to furnish supplies or services and the buyer to pay for them.

- **Cost-Reimbursable:** Reimburses MSU for costs incurred during the designated project period – this is the preferred type of contract for research projects because research has so many unknown outcomes.
- **Fixed-Price:** Pays MSU a pre-determined amount for meeting specific milestones or deliverables, regardless of actual costs – this type of contract involves greater risk to the recipient because the deliverables **MUST** be delivered on time regardless of cost, meaning even if the PI leaves MSU or required equipment breaks, the department/college is responsible for meeting the obligations of the contract. The department/college also has full responsibility for any project cost overruns. Fixed-Price contracts require a letter signed by the Chair (or Dean if more than \$100,000) accepting the risks of the project.

More information on **Award Types** can be found through [this link](#)

### Award Processing Times

The average processing time for any award, from receipt to acceptance and/or signature, may fluctuate from a few days to several weeks (months) and may depend on other factors besides the award language and compliance requirements such as: the need for discussions with the Sponsor and/or central offices within MSU; the faculty responsiveness; personnel, scope and/or budget changes at award stage; the number of awards in queue, etc. If you need to be able to spend money before the award has been fully processed, consult the FSG business office staff about the possibility of establishing an advance account.

### Subaward

1. A subaward (or subcontract or subagreement) provides pass-through funds to a lower-tier entity. OSP would issue a subaward when MSU receives an award and *enlists another entity to complete a specific component or share responsibilities* for the project's design, conduct, and/or reporting.

**Before Proposal Submission** - Gather budget, justification, scope of work, and signed subrecipient commitment form from each subrecipient.



**MSU RECEIVES AWARD!** OSP cannot issue any subawards until the award from the prime funder is fully signed.



**Prepare Compliance Documents** - In addition to the documents from proposal submission, OSP needs copies of the subrecipient's indirect cost agreement and financial audit.



**Subaccount Setup** - After the subaward is signed, OSP will request that CGA set up a subaccount.

## 2. What documents does MSU need from the Subrecipient?

At proposal phase:

- Budget (cannot contain fee or profit unless sponsor specifically allows in writing)
- Budget Justification
- Scope of Work
- Signed Subrecipient Commitment Form ([for more information](#))
- Biographical Sketch – for senior personnel as required by sponsor
- Current and Pending Support – for senior personnel as required by sponsor
- Conflict of Interest list – as required by sponsor (MSU can process COI disclosures if a subrecipient does not have a policy to manage financial conflicts.)
- Any other documentation required by sponsor

At award phase:

- Indirect Cost Agreement (NICRA)
- A-133 or similar financial audit or financial reports
- IRB approval - if project involves human subjects (Please contact MSU's IRB Compliance Office for how to handle a subrecipient that doesn't currently have a Federal Wide Assurance or an IRB compliance office.)
- Any other documentation required by sponsor

[Link to more detailed information on International Subaward Set-up](#)

## Reporting

In general, CGA prepares and submits financial reports and/or invoices for all restricted (RC) accounts and some unrestricted (RG) accounts. Frequency of submission will vary and is based on the terms of each agreement or sponsor request. CGA will always contact the FSG Business Office (**Kevin Cox or Chad Odom**) before submitting a final financial report or invoice.

## Technical Reporting

Most sponsored projects require programmatic (technical) reporting, prepared and submitted by the **Principal Investigator (PI)**. If technical reports require signature by an authorized official, CGA may be involved in the submission process. Requirements for technical reports vary based on the terms and conditions of the award and sponsor.



***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 8***

***TRAVEL***

***Domestic and International***

## TRAVEL (DOMESTIC AND INTERNATIONAL)

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### Preferred Travel Agencies

**Conlin Travel** is a full-service agency offering Michigan State University business travelers and travel arrangers “one-stop shopping.” MSU Faculty and staff are able to access negotiated travel discounts for airfare, hotel, and car rental reservations.

### MSU Preferred Travel Agencies

[Conlin Travel](#) 

*1504 East Grand River Avenue, #200  
East Lansing, MI 48823*

*24/7/365 Agent Assistance:  
(517) 884-9400 or MSU Campus phone (4-9400)  
[msu@conlintravel.com](mailto:msu@conlintravel.com)*

*Toll Free: (844) 434-5026  
Outside the US: (517) 827-2719  
Hours: Monday - Friday 8 AM - 8 PM ET*

*Concur Support: (888) 387-3536  
[eServices@ConlinTravel.com](mailto:eServices@ConlinTravel.com)  
Hours: 8 AM – 5:30 PM ET*

**MSU Travel Policies** apply to University employees, students, and any others who travel on approved, official Michigan State University business.

For more information, visit [MSU Pre-Departure Planning](#)





## FOR ALL FSG TRAVELERS, PLEASE FOLLOW THESE PROCEDURES IN THE ORDER BELOW:

### Build Your Travel Profile (completed by Traveler)

All FSG faculty and staff who reserve, purchase, and/or travel for Michigan State University must complete their travel profile.

1. Complete [Travel Profile Application](#) which will be submitted to the Fiscal Officer (Manager of the FSG Business Office) at [this link](#).
2. Once Fiscal Officer approves, Conlin Travel will send invitation to complete Travel Profile.

Note: To set up your Travel Profile, please refer to the **Getting Started –User Profile Guide** located at [this link](#).

Important: Complete required fields, add frequent traveler programs.

- a. Recommend: Register for e-Receipt registration, Travel App participation.
- b. Electronic Invoice copies are available on Concur Travel within the traveler's Trip Library.
- c. If traveler is not an MSU faculty or staff, Preferred Travel Agencies can provide an invoice copy.
- d. Update Profile: Annually and with new frequent traveler program enrollment.

### FSG Travel Notification (completed by Traveler)

- a. The Travel Notification must be emailed to **Nicole Walworth** ([walwor17@msu](mailto:walwor17@msu)) as far in advance as possible, at least 3 weeks prior to travel to Elevated or High Risk countries. For more information on this, please review the following [information at this link](#).
- b. Please note that there are *two different types of travel notification forms* based on the destination and account used.
  - i. **Travel Notification form:** for travel from the U.S. to another country on a RC account, or from another country to the U.S. on a RC account. These will get sent to the appropriate donors via email.
  - ii. **Internal Notification form:** for In-country business travel for Overseas employees, Domestic travel within U.S. whether on a RC account or not, and foreign travel from U.S. to abroad if on a non-RC account/non-FSG account.

#### LINKS TO TRAVEL NOTIFICATION FORMS

[Travel Notification form](#)

[Internal Notification form](#)

## Request (formerly Pre-Trip Authorization)

(completed by Nicole Walworth, FSG Business Office)

**Nicole prepares the Request form in EBS in the Travel and Expense application. The form is completed based on the information sent to her in the Travel Notification.**

A Request is required for anyone traveling on behalf of Michigan State University regardless of reimbursement source or lack thereof:

1. Must be completed and approved prior to departure and should be completed and approved prior to any travel or associated reservations/payments being made;
2. Applicable to all employees, non-employees, graduate students, undergraduate students, invited guests, anyone asked to travel by MSU;
3. Applicable to local, in-state, domestic, international travel;
4. On campus travel is exempt;
5. Pre-trip authorization does not authorize travel related to Outside Work for Pay.

A Request must be completed and fully approved to:

1. Facilitate authorization for anyone traveling on behalf of Michigan State University (on-campus travel is exempt).
2. Make reservations or spend funds.
3. Submit an Expense Report for reimbursement of out-of-pocket expenses and/or charge prepaid expenses to an account.
4. To provide proof of authorized travel to allow provision of MSU Travel Accident Insurance and International Travel Insurance.
5. Receive permission for and access to MSU Motor Pool Vehicles.
6. Obtain registration of international travel in MSU's Global Travel Registry.
7. A Request does not authorize travel related to Outside Work for Pay.

Each traveler must have a separate Request, which must include:

1. Traveler Name;
2. Dates of Travel;
3. Destination;
4. Business Purpose;
5. Estimated Cost (recommended);
6. Emergency Contact information is required for international travel;
  - a. If traveling internationally, see international travel insurance and additional pre-trip reporting requirements at the [following link](#):
7. At least annually and when changes occur, MSU employees are expected to review and update their emergency contact information in the HR-Payroll system.
8. A Request Form is required to be completed in full for all trips on behalf of MSU.

## MSU Global Travel Registry

(completed by Nicole Walworth, FSG Business Office)

**Nicole enters every trip into the MSU Global Travel Registry based on information sent in the Travel Notification. It is advised to send Nicole the Travel Notification at least three weeks before departure if destination is considered an “elevated” or “high-risk country”.**

**See [this link](#) to determine whether your destination is an elevated or high-risk country:**

Travel registration is required for all international travel only. All FSG faculty, staff, and students traveling on MSU-sponsored international travel must, ***before their departure***, enter their travel information in the MSU Global Travel Registry. Registration is an essential tool in supporting the health and safety of MSU travelers abroad. Registration in the MSU Global Travel Registry activates MSU-provided international health insurance, evacuation and repatriation insurance, facilitates the university's emergency support services, and provides you with important pre-departure information.

**ACCESS THE GLOBAL TRAVEL REGISTRY  
THROUGH [THIS LINK](#)**

## Procedures for Review of Proposed Travel to High-Risk Areas

For more information click [this link](#).

1. Those planning travel to a high-risk destination (extreme or elevated risk) should submit their travel notification to Nicole Walworth in the FSG Business Office as soon as possible (at least three weeks before departure) to begin the review process.
2. The review process starts with Nicole entering the trip into the **Global Travel Registry**.
3. OIHS will then review the trip and contact the traveler and Nicole by email to complete a waiver form.
4. The traveler will need to submit the waiver request form, and possibly sign the “acknowledgment of risk” form.

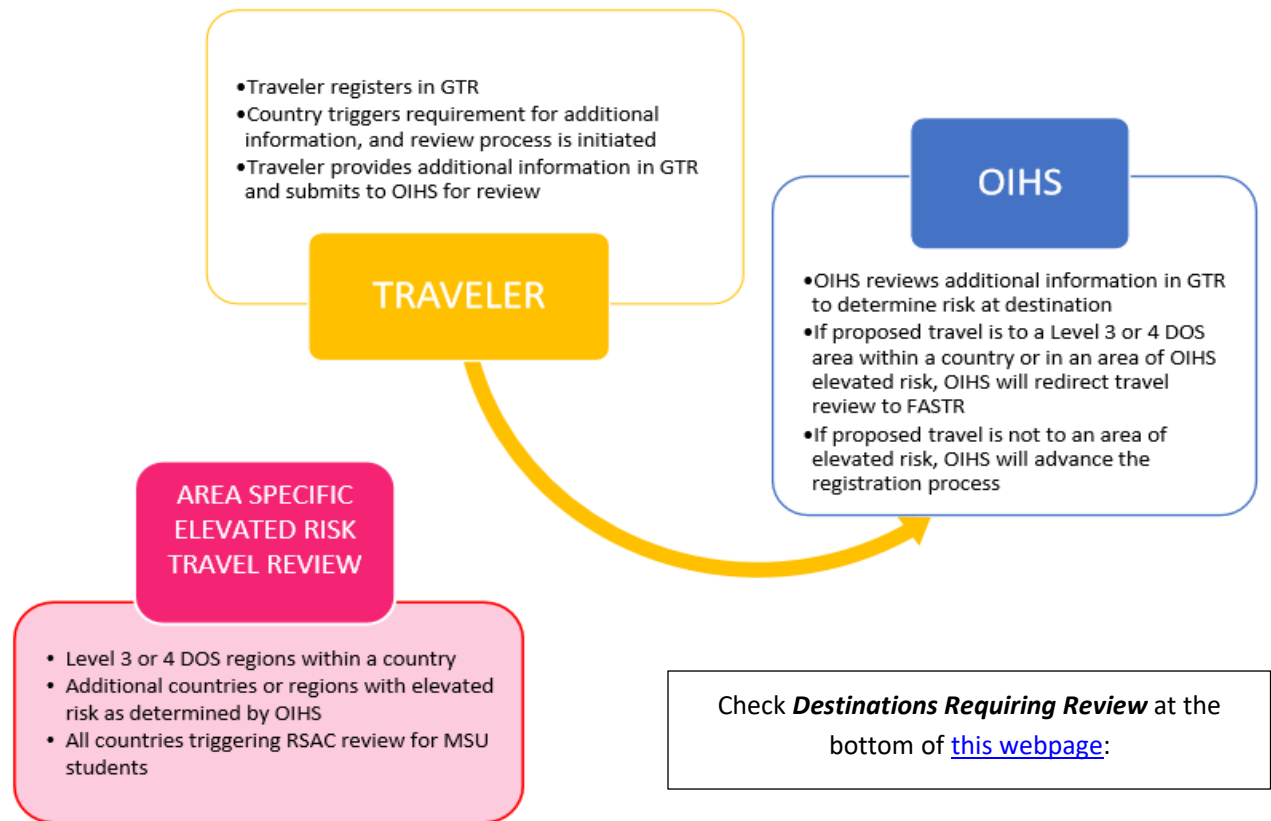
### Waiver Request Process for Extreme Risk Destinations

MSU does not support faculty, staff, administrator, or sponsored guest travel to extreme risk countries unless a waiver to the policy is obtained. Waiver requests must be submitted at least three weeks before departure.

### Review Process for Elevated Risk Destinations

For more information click [this link](#).

## **VISUAL OF PROCESS FOR TRAVEL TO ELEVATED-RISK AREA:**



Access MSU Faculty and Staff  
Travel Waiver Request at [this link](#):

**NOTE:** MSU's International health insurance partner (ISOS), as part of their service to MSU, will provide suggestions about safe hotels and transport arrangements for given countries. You can simply call their general number (1-215-942-8478) and ask for this, and someone will work on it and get back to you.

## Reserving and Paying for Travel

FSG business travelers may prepay airfare, rail, and Michigan Flyer by charging an MSU (FSG) account number. Prepayment is only available through [MSU Preferred Travel Agencies](#) and [Michigan Flyer](#). If charging expenses to a federal contract or grant, you must comply with the [Fly America Act](#).

1. FSG travelers are responsible for travel costs and after travel is completed, they must email or give Nicole Walworth their receipts along with a completed reimbursement claim form. Nicole then submits these through the new Travel system within EBS.
2. Conference Registration Fees:
  - a. [Purchasing Card](#) (P-Card) should be used for conference fees.
  - b. No travel expenses may be guaranteed or paid for with the Purchasing Card.
3. Prepayment of Airfare, Rail, Michigan Flyer
  - a. Prepayment only available through [MSU Preferred Travel Agencies](#) and [Michigan Flyer](#);
  - b. [Procedures for Charging of Michigan Flyer Tickets to MSU](#)
  - c. [Up to three MSU departmental accounting](#) strings may be billed;
  - d. **Travel Profiles** are required to prepay Airfare, Rail, and Michigan Flyer;
  - e. FSG faculty and staff who have completed Travel Profiles may book and prepay travel by contacting Conlin travel 517-884-9400 or [MSU@conlintravel.com](mailto:MSU@conlintravel.com) or using the Concur online booking tool. (**Nicole does not book faculty travel**).
  - f. MSU Students may book flights through Conlin travel after contacting their appropriate faculty PI for the account information.
  - g. Guests may book their flight with Conlin travel after contacting **Nicole Walworth** ([walwor17@msu](mailto:walwor17@msu)). Nicole will email the request to Conlin and copy the guest traveler. The guest traveler will reply to Conlin by email to book their flight.
  - h. An MSU employee with a Travel Profile must approve prepayment of airfare/rail/Michigan Flyer.
    - Advantages of prepayment:
      - i. Travelers do not have to pay out of pocket and wait until travel has been completed to be reimbursed.
      - ii. Travelers still earn frequent flyer and traveler credits.
    - i. Travelers may choose to have MSU prepay air/rail/Michigan Flyer OR use personal credit cards and be reimbursed after travel has been completed.
4. Personal Days of Travel and Comparative Quotes

*New Policy* – Comparative quotes for airfare must be obtained at the time of booking when an indirect flight for personal reasons is part of the trip. Additionally, a comparative quote must be obtained, at the time of booking, when personal days are added to an international business trip – irrespective of indirect routing. The quote may be obtained either via email from MSU’s preferred travel agent or via a screen shot from the Concur booking tool. ([Read More](#))
5. Lodging, Meals and Incidental Expenses, Ground Transportation and Business Expenses:
  - a. *New Policy* - When traveling on Michigan State University business, MSU faculty, academic staff, executive managers, and support staff are prohibited from sharing hotel rooms or bedrooms with a student or a group of students (including

MSU graduate and undergraduate students and students from other institutions). Further, MSU faculty, academic staff, executive managers, and support staff in supervisory positions are prohibited from sharing hotel rooms or bedrooms with subordinate employees. Budgetary considerations do not take precedence over this policy, and individual rooms are to be provided without reprisal. ([Read More](#))

- b. Per diem. The term “per diem” refers to the amount provided to travelers to reimburse lodging, meals and incidental expenses, according to the procedures outlined below.
- c. Lodging. Travelers are reimbursed for actual lodging expenses up to the maximum amount specified by the U.S. State Department guidelines for the particular location. Receipts must be provided.
- d. Meals and Incidental Expenses (M&IE). The amount of M&IE<sup>4</sup> for a given location is stipulated in the U.S. State Department guidelines. Travelers receive M&IE based on the number of days spent at different locations, calculated on a quarter-day basis. Receipts are not required; MSU does not reimburse meal costs based on hotel or restaurant receipts. Please indicate on your reimbursement form (or notify Nicole Walworth) if any meals were provided by the hotel (e.g., breakfast) as part of the room rate, or by the conference you attended, etc.
- e. Ground transportation and business expenses. These can be reimbursed against itemized receipts. Receipts are now required for taxi fares of any amount. Business expenses can include purchase of office supplies, photocopying, internet charges, and mobile phone airtime, if for business reasons, etc. FSG travelers must email all receipts with a filled-out reimbursement claim form to: [walwor17@msu.edu](mailto:walwor17@msu.edu).

6. Air/Rail Travel Common Carrier

- a. When choosing a common carrier, time in route should be a factor.
- b. Travel must be at the lowest, logical (considering cost and time) available airfare which is defined as coach and economy class. When travel is by rail, the fare may not exceed the lowest available airfare and most direct, expeditious route.
- c. University travelers are expected to purchase the lowest airfare on departures from Lansing, Detroit, Flint, and Grand Rapids (or any major commercial airport within 100 miles of their main place of business).
- d. Any changes in travel plans booked through MSU’s Preferred Travel Agencies (PTA) that requires cancellation or revision of airline tickets, should be reported to the PTA immediately so that alternate arrangements can be made.

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<sup>4</sup> M&IE is meant to cover fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees; tFAX's and telephone calls reserving hotel accommodations, requesting leave, inquiring as to the status of salary, expense vouchers, advance of funds, and any other matters of a personal nature; laundry, dry cleaning, and pressing of clothing; and transportation between places of lodging or business and places where meals are taken.

## TO BOOK YOUR OWN TRAVEL USING CONCUR TRAVEL

Refer to the **Travel Booking Guide** located at [this link](#).

### Travel Reimbursement

*New Policy* – Faculty must submit their own expense report. Nicole can only prepare and can't submit.

Travelers may receive reimbursement when travel has been pre-approved in accordance with MSU policy and legitimate business purposes for travel and expenditures are incurred and reported when the trip has been completed.

1. To report travel expenses, FSG business travelers need to email or give Nicole Walworth a completed [Reimbursement Claim Form](#) along with all of your receipts.
2. Nicole will then prepare the Travel Expense Report.
3. Once Nicole is done, an email will be sent to the traveler that it is ready to be submitted.
4. The traveler will then need to submit the Travel Expense Report in the Concur system.

### TRAVEL REIMBURSEMENT INFORMATION CHART:

#### Meal & Incidental Expense Rates:

### Instructions for Completing Travel Reimbursement Claim Form:

1. On claim form: include all receipts and also any mileage driven in your personal car. Do not include airfare if it is prepaid/direct billed, but still give Nicole a copy of the direct-billed airfare.
2. Lodging: Only include lodging +tax. We can't pay meal charges on a hotel bill - per diem will be included instead. Also we can't pay laundry (see footnote above regarding M&IE). If late check-out, please note.
3. In the comments section: please note if the hotel provided breakfast or if any other meals were provided. Or provide a link to conference agenda/any other applicable notes (such as part of the trip being done on personal time, etc).
4. Please fill out the itinerary section at the bottom.

**Cash Advances: Travel** (completed by Nicole Walworth, FSG Business Office)

**1. General**

1. Cash advances are not charged to the department's account, but are carried as receivables by the MSU Controller's Office. The department's account is charged after reimbursements are submitted and reconciled.
2. Individuals applying for cash advances ("Advancees") must sign a promissory note accepting fiscal responsibility for the travel advance being provided to them by Michigan State University. By signing the promissory note, the "Advancee" is agreeing to timely submission of receipts and supporting documentation via the MSU Finance System. "Timely" means prior to the due date stated on the promissory note. If the "Advancee" is participating in other MSU-sponsored programs, such as the Corporate Travel Card, and is not complying with stated and agreed upon payment terms of such programs, the individual will not be provided a cash advance.
3. The handling of the cash advance fund is the responsibility of the individual authorized by the Fiscal Officer or administrative head. Under no circumstances should this fund be used for reasons unrelated to the stated business purpose of the advance.
4. No advance will be issued to cover conference registration fees or hotel deposit fees. Conference fees should be paid by an MSU P-Card wherever possible.
5. No advance will be issued for stipends, honorariums or consulting fees.
6. No travel advance will be issued to cover the cost of airfare/rail. Michigan State University travelers are encouraged to prepay airfare/rail through one of the University's Preferred Travel Agencies.
7. A travel advance may be obtained no more than 14 calendar days prior to departure unless an exception is granted for unusual circumstances.
8. When travel is canceled, for any reason, the cash advance must be repaid immediately.
9. The advance recipient must reconcile the entire advance either through reporting of expenditures, repayment of funds, or a combination of both on or before the due date of the advance. Nicole Walworth will complete the travel reimbursement for the traveler. If the recipient owes money to MSU, they will be contacted by the MSU Accounting office.
10. If the traveler has requested an advance by checking the box for an advance on their travel notification, Nicole will email the traveler for details. Typically, the advance will be 80% of per diem based on location and 80% of lodging based on location, unless traveler explains otherwise. Or the traveler can email Nicole the information below:
  - a. Account number(s) to be charged
  - b. Estimated amounts to be used for Lodging, M&IE, Ground Transportation and Program Expenses with a Total Estimated Amount
  - c. Start & End date of Travel
  - d. Purpose of Travel

**NOTE:** A travel advance is not intended to cover the entirety of the travel costs. It is best to be conservative with the amount being requested, especially for advances for visitors located overseas. In the event that the traveler is advanced more than they spent on receipts, they will owe MSU money and will have to wire the money back,



which incurs a fee. Especially for lodging costs, estimate on the low end, i.e., not necessarily at 80% of the maximum amount, which tends to be high. Faculty can look at past hotel costs to estimate more accurately.

11. Travel advances are only issued for travel outside the United States unless a faculty member needs to cover travel by foreign guests within the U.S.
12. Nicole submits the travel advance within the MSU system, Concur. She will email the traveler a promissory note to sign. Nicole emails that to the accounting office, and usually within three business days the advance money will be directly deposited into the faculty's/grad student's account that is set up with payroll. For advances to visitors, it will be wired to their bank account and a wire form will need to be completed by FSG business office staff.

***FOOD SECURITY GROUP  
HANDBOOK***

***SECTION 9  
PROJECT PUBLICATIONS***

## FSG PROJECT PUBLICATIONS AND OTHER FORMS OF COMMUNICATION

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### Overview of FSG Publications

As of this printing, **FSG Publications** are posted to [this website](#).

1. FSG publishes its research in different venues:
  - a. [International Development Working Papers \(IDWP\)](#), FSG's own series
  - b. [Policy Syntheses](#), FSG's own series
  - c. [Peer-reviewed articles](#) in professional journals
2. FSG members also publish in the in-country series:
  - a. [IAPRI working papers](#)
  - b. [ReNAPRI Publications](#)
3. Feed the Future Innovation Lab for Food Security Policy ([FSP](#)) has also its own series of publications:
  - a. [Research Papers](#)
  - b. [Policy Research Briefs](#)
  - c. In-country specific publications:
    - i. [Africa Great Lakes Region Coffee Support Program Backgrounders](#)
    - ii. [Nigeria Highlights](#)
    - iii. [Nigeria State Policy Notes](#)
    - iv. [Myanmar Research Highlights](#)
    - v. [Tanzania Policy Reform Briefs](#)
4. Archived publications and presentations produced by the Group from its creation until January 2018 can be found at [this website](#):

### Preparation of FSG project publications

1. The author of a research report is expected to draft the publication by using the appropriate MS Word template for the intended publication series (PRCI, FSP, IDWP). Templates will be available from the FSG communications manager ([Jim Monahan](#)).
2. In addition, authors are expected to implement the following formatting steps in order to meet accessibility requirements:
  - a. [Format headings and subheadings](#) using the header styles incorporated in the Word templates. (Click on Home on the menu bar then select the heading style from the choices shown on the right of the quick access toolbar.)
  - b. [Include “alternative text”](#) to provide a description of the content of photos or other images. (Right-click on the image then select Edit Alt Text.)
  - c. [Use descriptive hyperlinks](#). (Instead of a link that says “click here,” use text that describes the link destination, such as “[web accessibility webpage](#)” or “please visit MSU’s web accessibility site at [this link](#).”)
  - d. [Designate a descriptive header row](#) in each table and ensure that “header row” is checked (shown under Table Design when the table is “selected”).

- e. **Note:** Authors can run the Word accessibility check if desired to check on whether these formatting steps have been successful. (Click on Tools – Check Accessibility.)
3. The author will then send the file to the FSG communications manager as a .docx file.
4. The communications manager will receive the file and run the Word accessibility check and will contact the author if any additional information is needed in order to make the document accessible. If the accessibility-related formatting listed in 2.a through 2.d above was not completed by the author, the document will be returned to the author for completion of those formatting steps.
5. Once the communications manager has received from the author a document with the requested changes, the document will be shared with the on-call editorial assistant or a student assistant to ensure that the document has been properly copy-edited and formatted.
6. Once editing and formatting is finalized, the document will be sent back to the communications manager who will then share it with the original author for final approval.
7. When the author approves the document, the communications manager will convert the .docx file into a .pdf and check to ensure that the pdf document is accessible. If additional accessibility changes need to be made, the communications manager may refer the document to a student assistant.
8. After the .pdf has been deemed accessible, the communications manager will assign the document a series number and send the document to a student assistant for posting to the FSG website and, as appropriate, to AgEcon Search and the USAID Development Experience Clearinghouse.
9. The student assistant will ensure that posted documents are properly tagged, dated, and listed using a citation in the *Chicago Manual of Style* format.
10. The communications manager and the FSG leadership will routinely review the posted documents to ensure that they have been properly posted.

### Posting of project publications to project websites

1. Once the publication is ready to be posted to the FSG and/or FSP website:
  - a. Go to this website: [Document Upload Submission](#)
  - b. **FSG and FSP Publications Submission Form**  
Please use this form to submit a publication or presentation to be posted on the FSG and/or FSP web sites. Your publications will be posted on AgEconSearch. When USAID funded, they will be sent to USAID DEC. These publications are also entered in the MSU library catalog.
  - c. The **FSG Communications Manager** will then post publications accordingly.

### Posting of project publications to AgEconSearch and USAID/DEC

1. After the publication has been posted to the FSG/FSP website(s), it will be uploaded to the [AgEconSearch](#) website by the student assistant working with the FSG communications manager.
2. After the publication has been posted and if it is USAID funded, it will be uploaded to the [USAID DEC](#) website by the student assistant working with the FSG communications manager.

### Other forms of communication

1. [FSG Quarterly Updates](#)

MSU Food Security Group produces *Quarterly Updates*. In addition to news from the Group's activity, the Updates list all the publications and presentations for each quarter.

2. FSG and FSP mailing list subscription

To subscribe to the Quarterly Update Click on [this link](#).

## Annex A – NRA-PSC request template

### NRA-PSC Request

Name:	
Email:	
Phone:	
Address:	
Country of Citizenship:	
Total Amount for Services:	
MSU Account Charged:	
Rate of Pay ( <i>hourly, daily or other</i> ):	
Visa Type (if applicable):	
Beginning Date:	
Ending Date:	
Description of Services:	
Location Where Services Will Be Provided (name of country):	
Total Amount for Expenses:	
Nature of Expenses:	

#### **Reminder:**

- Dean, Vice President or Designate if the contract is greater than \$10,000.
- Purchasing Department approval is required if the contract is greater than \$15,000.
- Sole source documentation is required for all contracts greater than \$10,000.

#### **Description of Services (Terms of Reference):**

#### **Payment Rate and Schedule:**

#### **Sole Source Justification (if total contract amount is greater than \$10,000):**

[Return to section](#)

## Annex B – PSC request template

### PSC Request

Name:	
Tax ID/SSN:	
Email:	
Phone:	
Address:	
Beginning Date:	
Ending Date:	
Location of Services:	
Payment Terms:	
Rate of Pay ( <i>hourly, daily or other</i> ):	
Total Amount for Services:	
Description of Services:	
Total Amount for Expenses:	
MSU Account Charged:	

#### **Reminder:**

- Dean, Vice President or Designate if the contract is greater than \$10,000.
- Purchasing Department approval is required if the contract is greater than \$10,000.
- Sole source documentation is required for all contracts greater than \$10,000.

#### **Description of Services (Terms of Reference):**

#### **Payment Rate and Schedule:**

#### **Sole Source Justification (if total contract amount is greater than \$10,000):**

[Return to section](#)

Drive Room 310

**Invoice No.**

[illegible]

MSU

## Wiring instructions



Signature:

[Return to section](#)

#### **Annex D – Blank NRA-PSC Form**

- Linked [here](#), in PDF format only. [Return to section.](#)

#### **Annex E – Blank PSC form**

Linked [here](#), in PDF format only. [Return to section.](#)

**Annex F – Imprest Petty cash advance memo example. Please reach out to FSG business office ([coxkevi3@msu.edu](mailto:coxkevi3@msu.edu)) for editable form.**

**MICHIGAN STATE**  
UNIVERSITY

**TO:** Lee Hunter, Manager  
Controller's Office/Accounting  
360 Administration Building

**VIA:** \_\_\_\_\_  
Contract and Grants Administration  
2 Administration Building

**FROM:** \_\_\_\_\_  
Scott Frump, FSG Business Office Manager  
Department of Agricultural Food and Resource Economics



**COLLEGE OF  
AGRICULTURE AND  
NATURAL  
RESOURCES**

**Department of Agricultural,  
Food, and Resource  
Economics**

Michigan State University  
Agriculture Hall  
East Lansing, MI  
48824-1039  
Fax: 517/432-1800  
Web: [www.aec.msu.edu](http://www.aec.msu.edu)

*MSU is an affirmative-action,  
equal-opportunity employer.*

**DATE:**

**SUBJECT:** Request for a petty cash advance for ENTER PI NAME (PRN#:) in support of  
ENTER GRANT INFORMATION.

This memo is to request a petty cash advance for \_\_\_\_\_ in the amount of \$\_\_\_\_\_.  
\_\_\_\_\_ is a professor serving the Department of Agricultural, Food and Resource  
Economics. As of \_\_\_\_\_, we would like his/her Imprest account to be in  
place as she continues work as the \_\_\_\_\_-based Chief of Party.

The funding for the Imprest fund in \_\_\_\_\_ includes estimated in-country operating  
costs of \_\_\_\_\_.

Please send the promissory note to me FSG CONTACT EMAIL when the petty cash  
advances are approved. I will forward it to \_\_\_\_\_ for his/her signature, then return  
it to Accounting when signed.

Thank you for your consideration in this matter. As always, if you have any questions or  
concerns, please feel free to contact me at FSG CONTACT NUMBER.

[Return to section.](#)

**Annex G – Advance Note example**

- Linked [here](#), in PDF form only. [Return to section.](#)

**Annex H – Imprest Expense summary**

- Linked [here](#), in Excel format only. [Return to section.](#)

**Annex I – In-country consultant contract example.**

- Linked [here](#), in PDF format only. [Return to section.](#)