

College of Business Expense Approval and Reimbursement

Policies and Procedures

All expenses must have an appropriate business purpose where a clear University/College-related objective is demonstrated.

All expenditures, no matter what the funding source (general fund, trust account, professional development fund, etc.), must show pre-approval, two signatures, and business purpose of expenditure. Itemized, original receipts and proof of payment are required. Any exceptions to policy must be documented and approved in advance and may require approval outside the College.

I. Non-Travel Expenditures

- Complete Non-Travel Expense Form
- Submit to CoB Fiscal Services via email: cobfisc@sfsu.edu or to BUS 325 and to chair (or department manager) for approval.
- Chair/manager will respond within 2 workdays.
- Fiscal Services will use CoB credit card to procure **all** eligible, approved items or services including books, equipment, conference fees, etc.
- Faculty and staff members will **not** be reimbursed if they use personal credit cards or personal funds to procure services or tangible items (this includes amazon.com, Staples, etc.) without express approval to do so. In some cases, Fiscal Services will determine that an item or service cannot be procured with the CoB credit card and will authorize faculty/staff to procure the item with their own funds and submit receipts and proof of payment for reimbursement.
- All tangible items remain the property of CoB and San Francisco State University. All tangible items, except for subscriptions, will be ordered as requested by faculty/staff (and as approved by chair/manager) and will be delivered to Fiscal Services who will receive the item, log it in, affix property sticker and notify individual that item is available.
- For items of value over \$100, the individual will sign a form acknowledging receipt of SF State property.

II. Travel Expenditures

A. Prior to Travel

1. Get approval for your trip
 - a. Complete the university's Request for Authorization to Travel/Travel Advance Form: http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/auth_to_travel_travel_advance_02102011.pdf and obtain approval from the Chair and the Dean prior to travel. Among other purposes, this form notifies the university that the employee will be traveling on

business away from campus and therefore covered for insurance and liability purposes. In addition, it ensures plans have been made to cover the faculty member's duties while absent. This form should be used for all business travel, even in cases where an outside party is paying for your travel expenses.

- b. The Chair confirms that the travel is for business purposes and if professional development funds are to be used, that the trip conforms to the employee's professional development plan for tenure or AQ status.
 - c. Once approved, an original copy is sent to CoB Fiscal Services (BUS 325) to be filed.
 - d. Once the Travel Approval Form is received in the Fiscal Services Office, the staff member checks the designated account for payment to ensure proper funding is available for the trip.
2. Create a profile on Connexus:
- a. <https://www.sfsu.edu/login.htm>
 - b. Contact Fiscal Services Department for instructions to add in a travel arranger. This option allows the College of Business to pay directly with our CoB travel card. College of Business will not reimburse for any travel using personal credit cards.
 - c. **Effective April 1, 2011**, the University is using Connexus a CSU Online Booking System and we are no longer using Fell Travel.
3. Air fare and conference registration will be paid by CoB in advance; employees **should not** pay for these via their personal funds and request reimbursement
- a. Faculty members and staff should not be using their personal credit cards for air fares. All air fares will be booked via Connexus and/or paid for via the CoB credit card, or directly with a carrier using the CoB credit card.
 - b. Individuals are required to seek assistance from the Fiscal Services staff to arrange their flight, via Connexus, the campus designated travel agency. Your personal preferences, frequent flyer miles, etc., will be captured in the Connexus files. Only direct, non-stop (if available to that location) economy class air fare expense is covered.
 - c. Connexus Travel: <https://idp.sfsu.edu/idp/Authn/UserPassword>
 - d. You can request a specific itinerary by providing desired flights. If you find a rate \$50 or lower airfare than the itinerary given on Connexus, every effort will be made to secure those flights. Please send CoB Fiscal Services with the itinerary and we will notify the University Travel Desk to obtain those rates. "YCAL" State of California fares have been negotiated with the carriers for State of California business travel. Arrangements for class upgrades (i.e., Economy Plus, Business, First) and personal side trips may be made at individual's expense.
 - e. YCAL Fares: <http://www.travel.dgs.ca.gov/Airlines/default.htm#StateContractedAirFares>
 - f. In some rare cases, it will be more appropriate for the individual to procure their ticket. Fiscal Affairs will secure the approval of the Dean.

- g. Conference registration fee will also be paid via the Fiscal Services Staff in BUS 325 using credit card. Faculty members and staff should not be using their personal credit cards for such fees. Again, if Fiscal Affairs determines that the CoB credit card cannot be used for a specific expense, they will authorize the individual to use personal funds to do so and be reimbursed.
- h. Car rental may also be arranged through Connexus, but should be paid for by the individual with a personal government US Bank Card and submitted for reimbursement after the trip. Employees should apply for a personal government US Bank Card, if they will be seeking reimbursement for Car Rentals. Car rental, parking and other expenses related to driving can only be reimbursed for State of California employees who have the defensive driving certificate.

To apply: <http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=15>

Under Travel Forms: [U.S. Bank Corporate Travel Card Application](#)

For more info on the Travel Card, see [Travel Bulletin - Travel Card Program](#)

- 4. Hotel expenses cannot be paid by CoB prior to travel. Hence, the individuals will need to pay the expenses from their personal funds and seek reimbursement after travel is completed. The same is true of expenses such as airport shuttles and taxis. It is recommended that you apply for the US Bank Corporate Travel Card.

B. International Travel

- 1. **Effective July 7, 2011, all international trips require President approval.** The Dean's office will submit the request to the president on your behalf.

Please submit the Authorization to Travel on Official University Business Form and Request for Foreign Travel Insurance Form to the Fiscal Services Office.

From Memo regarding the Foreign Travel Insurance Program Code RM2011-03:

It is recommended all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler; providing information should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is <https://travelregistration.state.gov>. Should you have any questions, please contact Charlene Minnick, Assistant Vice Chancellor, Risk Management and Public Safety at (562-951-4580) or cminnick@calstate.edu.

Note: Individuals who are traveling internationally may request a travel advance up to **30 days** prior to travel. The travel advance cannot be issued to those who have an outstanding advance.

- 2. **Effective September 1, 2009,** CSU policy requires that administrators, faculty, staff, and students traveling to international destinations obtain the CSU's Foreign Travel liability Insurance coverage prior to departure from the United States.
 - a. The Fiscal Services Office will help arrange for coverage by contacting the Risk Management Office for you, **45 business days in advance** (effective October 1, 2010) of the traveler's departure from the US.

- b. Due to the inherent risks associated with international travel, if the CSU's Foreign Travel Liability Insurance is not obtained from Risk Management prior to departure, **the foreign travel will be considered unauthorized and the University will not reimburse related travel expenses.**

C. After the Trip

- After the travel has been completed, all business-related receipts, including the CoB [Travel Expense Reimbursement Form](#) should be submitted to the Fiscal Services Office **within 30 days**. Doing so, will ensure timely receipt by you of the reimbursement. Any expenses submitted after **90 days will not** be reimbursed. **No exceptions.**
- Original receipts are required for all expenditures, with the exception of tolls, street car fares, bus fares and ferry fares.
- If a credit card was used for payment for any expenditure, the credit card statement showing the transaction must also be submitted.
- Submit all receipts and statements, along with the COB Travel Expense Reimbursement Form to Fiscal Services in BUS 325. They will prepare all university forms and submit to you for your signature and then to chair/manager for approval signature.

D. Reimbursable Travel Expenses (International, Out-of-State, In State)

- Itemized hotel bills
- Subsistence (no receipt required for under \$25 meals)
- Subsistence (meal reimbursements) can only be claimed for duration of business purpose of the trip. A copy of conference program or documentation with dates of business travel needs to be provided when claiming subsistence. Many times, conference registration fees include meals. For those days, the employee should not claim per-diem subsistence for those meals but may claim meal expenses for those meals not provided that day in the conference fee.

Maximum Allowance Rates

Meals for Continental U.S. (Contiguous 48 States):

- Daily Per Diem Rate: \$55.00 (do not need to define breakfast, lunch, dinner, but will be treated as actual per diem and must not exceed allowable rates)
- Incidentals: \$7.00

Meals for Alaska, Hawaii, US Possessions and International Travel

- Federal Per Diem Rate for meals and incidentals
- Business-related meals with guest(s). Business-related meals must be claimed on the [Reimbursement of Hospitality Expenses](#) form along with Travel Claim form(s). A per diem should not be added on the Travel Claim as the same meal has been submitted for reimbursement

- Lodging with friend or relative-non-cash gift up to \$75 with a receipt if over \$25; limited to one reimbursable gift per stay.
- Receipts required for \$25 or more
- Car rental and gasoline (if defensive driving certificate is on file and a Government Travel US Bank Card is used)
- Mileage if personal car was driven but not gasoline
- Train, bus, and taxi
- Long distance telephone and internet access
- Parking fees (receipts required if over \$10.00), if defensive driving certificate is on file
- Taxi, shuttle bus fares
- Street-car and ferry fares, and bridge tolls (no receipt required)
- Travel Visa fee (if traveling International)
- Laundry service in tropical climate country only
- For a trip of less than 24 hours in duration, with a distance over 26 miles, breakfast and dinner may be claimed but will represent taxable and reportable income to the IRS

E. Non-Reimbursable Travel Expenses

- Room service
- Meals (if daily subsistence is already claimed)
- Entertainment (e.g., movies)
- Airline ticket upgrade (unless pre-approved due to special circumstance)
- No subsistence is allowed for trip less than 26 miles

III. Hotel Tax Exemption for California

If you travel overnight in California on official university business, you may be exempt from paying the Hotel/Motel Transient Occupancy Taxes.

Prior to travel, complete the hotel/motel exemption form (pdf) on the Fiscal Affairs web site under forms. http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/hotel_motel_transient_occupancy_tax_waiver.pdf

Present it to the hotel staff member **as you check in**. You will need to present your American Express Corporate (Government) card as proof of employment with the State of California. Although not all hotels/motels honor the exemption, it can potentially provide a significant savings.

For questions, please contact Tapati Shah, Travel Coordinator, at ext. 82629 or David Chelliah, Accounts Payable Supervisor, at ext. 53693.

IV. Local Travel (eligible reimbursements if he or she travels from his or her **work location** to another destination to conduct business, e.g. meetings, single day workshop, local conference, training, etc.)

A. Prior to Travel

Defensive Driver's Training Certificate

1. Fill out Defensive Driver's Forms:
 - a. [Request for Approved University Driver Status](#) Form.
 - b. [Authorization for Release of Driver Record Information](#) – Form INF 1101.
Employees fill only the top half of the form (Name, Driver's License No., Date, and Signature).
 - c. [Authorization to Use Private Vehicle on State Business](#) – Form STD 261.
Employees complete Part I of the form and obtain their Supervisor's approval to be included on the list of authorized University drivers by having them sign off on Part II. This form must be renewed annually for as long as the employee needs to drive on state business.
2. Bring forms to the CoB Fiscal Services Office, so that originals can be retained on file. The CoB travel coordinator will scan and route the appropriate forms to Brenda Lee in EHOS.
3. Register for Online Defensive Driver's Training Class
 - a. Go to <http://CentralStationU.skillport.com/>
 - b. Click "Register Here for Defensive Driving Fundamentals" to create a user account, password, and profile. You must use your SF State email address.
4. Wait for 2-48 hours for your registration to be verified. This is a manual process. If you try to take the course before you're approved, you will receive an error message. You may or may not receive an e-mail from Skillport confirming that your registration is approved. However, you will be able to access the system in no more than 48 hours.
5. Log in at <http://CentralStationU.skillport.com/> and launch the Defensive Drivers Training course through "Catalog." Please note that the four lecture modules contain practice tests which are not the actual test.
6. Once completed, please print out a copy of the certificate and bring to the Travel Coordinator in the CoB Fiscal Services Office, BUS 325.

B. Use of Yearly Blanket Authorization to Travel

Effective April 22, 2011, a yearly blanket authorization, using the Authorization to Travel/Travel Advance Form, is acceptable for routine site visits and other day trips that do not involve an overnight stay. http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/auth_to_travel_-_travel_advance_02102011.pdf

This will serve as a blanket for any mileage reimbursements incurred over the course of the year.

Travel Bulletin, April 2011:

<http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=15>

Note: Temporary Defensive Driver's Training Certificates or waiver for exemption will no longer be issued.

C. Parking and Mileage

Effective June 15, 2011 - Expenses for travel between the **traveler's residence and normal work location** (commuting expense) based on a set work schedule ***shall not be allowed***.

- An employee is eligible for reimbursement if he or she travels from his or her **work location** to another destination to conduct business, (e.g., meetings, single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.
- Receipts are required; annotating your receipts (e.g., "single day workshop", "UCC meeting", "conference", "training") is recommended.
- Mileage and parking reimbursements should be submitted using the [Local Travel Expense Reimbursement](#) form to Fiscal Services in BUS 325 as soon as the month's traveling is completed.
- Mileage reimbursement must be claimed **within 30 days** of expenses. **Effective July 1, 2009**, any travel over **30 days old**, will require the Provost's Approval.
- Expenses submitted after **90 days will not** be reimbursed. **No exceptions**.
- Driving-related (mileage, parking, rental car) expenses are reimbursed only for those employees who have the defensive driving certificate. Every State employee who drives a motor vehicle on University or State business must satisfactorily complete an approved defensive driver course every four years. Classes are held on online.

For more information regarding the Driver Safety Program requirements, call EHOS at extension 82565 or visit its website at

http://www.sfsu.edu/~hrwww/Safety_Risk_Operations/safety_risk_home.html#5

- The university has secured the following rates at the **Mason O’Farrell garage**, 325 Mason, two and a half blocks from the downtown campus. Take the ticket upon entrance and show your SF State ID card at the garage office prior to paying your parking fee upon exit.

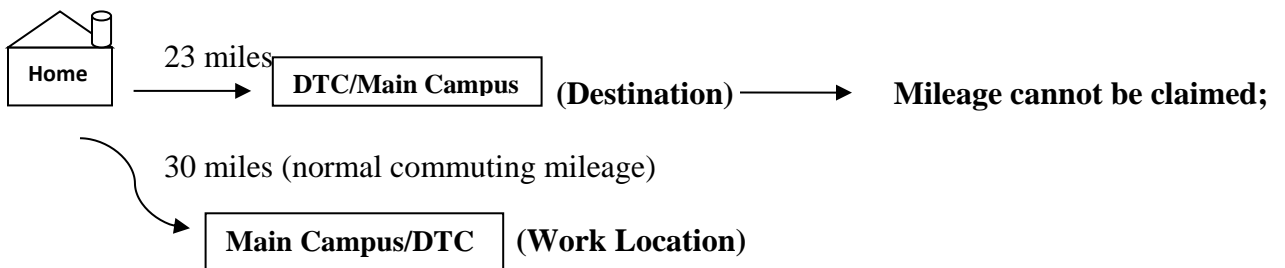
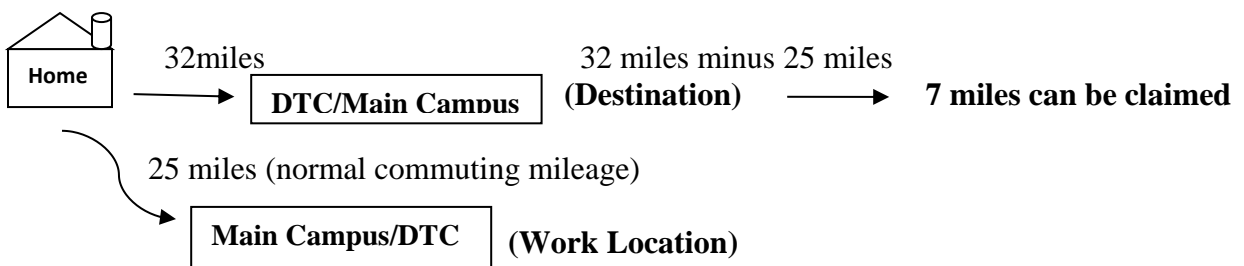
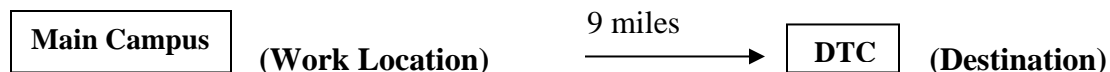
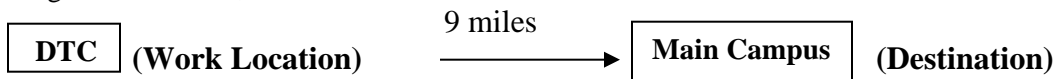
For more information, visit <http://cob.sfsu.edu/mba/downtown/transportation.cfm>.

Rate	Parking Hours
▪ \$ 8.00*	Park up to 8 hours (anytime)
▪ \$15.00	Early Bird Special in between 4 a.m.–10 a.m. out by 7 p.m.
▪ \$15.00	Evening Special in after 5:30 pm and out by 9:30am

*** Note:** Parking over 8 hours outside of Early Bird or Evening Special Hours will result in paying the full day rate of \$29. The College of Business will reimburse the **maximum rate of \$15**.

An individual may choose to park at any garage downtown. However, effective September 1, 2009, reimbursement for parking expenses are made only up to the Mason O’Farrell discounted rates above.

- Driving distance between DTC and 1600 Holloway is 9 miles.
- Examples of conditions under which an employee is eligible for reimbursement if he or she travels from his or her **work location** to another destination to conduct business, (e.g., meetings, single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.



BART/MUNI

- Examples of conditions under which BART/MUNI expenses may be claimed. *Reimbursement shall be made for mileage expenses incurred between the work location and the designation, whichever is less.*



Main Campus to DTC = Daly City Station to Powell Station



DTC to Main Campus = Powell Station to Daly City Station

V. Hospitality Expenditures

Expenses of hospitality are intended to serve official University business purpose, with no personal benefit involved by the official host or other university/campus employees.

A. Reimbursable Hospitality Expenses

- Complete the [Hospitality Expense Reimbursement](#) form and submit your itemized food receipt with tip amount and credit card statement available. A credit card receipt alone is **not** sufficient.
- Submissions **over 90 days old will not** be reimbursed. **No exceptions.**
- If there were 25 guests or fewer, the guests' names, titles, and organizations must be listed. Please use the following link to obtain the appropriate form:
http://fiscaff.sfsu.edu/forms/forms/hospitality_forms/list_of_attendees.pdf

Hospitality Expenses are permitted under the following circumstances:

- Host to Official Guest (i.e. visitors from other universities, donors, etc.)
- Meetings of a Learned Society or Organization
- Retreats, Meeting and Business Meals
- Student-Oriented Meetings (i.e. leadership recognition ceremony)
- Prospective University Donors and Donor Cultivation
- Receptions (i.e. graduation ceremony, conferences, fundraising, etc.)

Maximum Rates for Hospitality:

Meal	Maximum Rate per person
▪ Breakfast	\$15.00
▪ Lunch	\$25.00
▪ Dinner	\$40.00
▪ Light Refreshment	\$10.00

Note: amounts include tax and service (e.g., tip).

A Hospitality expense requires the Provost's Approval if actual costs exceed the maximum allowance rate. In this case, an Authorization for Exception to Hospitality Policy Form will need to be completed.

- **Alcoholic beverage** purchases **must be** reimbursed from a Trust or Foundation Fund.
- Faculty/Staff Picnics, Holiday Gatherings, and Parties **may not** be charged to general fund.

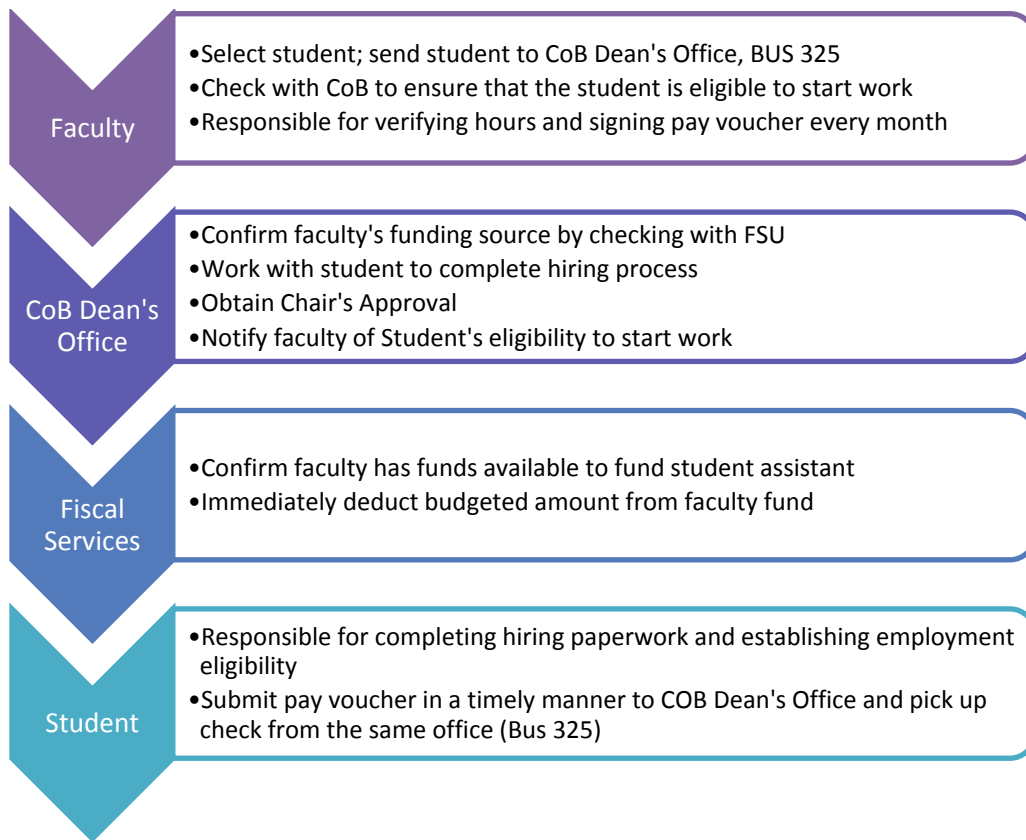
B. Non-Reimbursable Hospitality Expenses:

Business-related meals with guest(s), during travel if subsistence has already been claimed

VI. Hiring of Student Assistants

Faculty or staff member selects student, completes [Student/GA Hiring Form](#) and submits the completed form to department office (who will complete the hiring process); department office will obtain chair's approval and will notify Fiscal Services, who will check funding availability; the budgeted amount for the semester will be immediately deducted from designated fund. Student submits [pay voucher](#) monthly to the hiring faculty/staff member for signature.

Note: Student's **should not start work**, until all appropriate hiring paperwork is received and processed. All student vouchers, should be submitted on a monthly basis.



Student Assistants- The following should be taken into consideration:

- Student Assistants must be enrolled at SF State at least half (50%) time
- Student Assistant positions are **not** Work Study positions
- Student Assistant positions cannot extend past the employee's graduation date
- Student Assistants (except Bridge Student Assistants, see below) can work no more than 20 hours per week (on average)

There are 4 types of Student Assistants:

- **Regular Student Assistants:** duties typically include clerical, technical, custodial, labor, or lab/research work
- **International Student Assistants:** duties are the same as above, but the student is studying at SF State on a non-immigrant visa (F-1/J-1 visa). International students with F-1 and J-1 Visas are eligible to work on-campus as Student Assistants(SA) only. They are limited to working 20 hours per week and must be enrolled full-time (Undergraduate 12 units, graduates 8 units).
- **Bridge Student Assistants:** duties are the same as above, but the student may temporarily work more than 20 hours per week (e.g. during winter break). Bridge Student Assistants can also work over the summer if not enrolled for classes, but must go back to school in the Fall. *Let your Personnel Specialist know if you will be hiring a Bridge Student Assistant*
- **Instructional Student Assistants:** duties typically include tutoring, grading, and/or teaching work

Work-Study (FWS) - *Let your Personnel Specialist know if you will be hiring a Work-Study Assistant. Funding is limited and needs to be verified prior to hiring.*

The program provides jobs for students who apply for financial assistance and demonstrate financial need. The student's academic award can be earned between late August and May 31. Students must apply for financial aid and receive a FWS award from the Office of Student Financial Aid (OSFA) in order to work under this program.

- Work-Study Assistant positions cannot extend past the employee's graduation date
- Work-Study Assistants (except Bridge Work-Study Assistants, see below) can work no more than 20 hours per week (on average)

There are 3 types of Work-Study Assistants:

- **Regular Work-Study Assistants:** duties typically include clerical, technical, custodial, labor, or lab/research work
- **Bridge Work-Study Assistants:** duties are the same as above, but the student may temporarily work more than 20 hours per week (e.g. during winter break). Bridge Work-Study Assistants can also work over the summer if not enrolled for classes, but must go back to school in the Fall. *Let your Personnel Specialist know if you will be hiring a Bridge Work-Study Assistant*
- **Instructional Work-Study Assistants:** duties typically include tutoring, grading, and/or teaching work

Supervisor's Responsibility:

- Supervisor should check with the departments to ensure that students have turned in all the appropriate hiring paperwork prior to working any hours.
- Supervisor should make sure monthly time sheets are completed and turned into the department office by the 25th of every month.
- Supervisor understands that all work will stop if time sheet is not received by the 25th of the month.

Student's Responsibility:

- Student's should not start work until my hiring paperwork is complete and processed.
- Student's will submit timesheets on a monthly basis. If time sheets are 30 days late, hours will be considered volunteer work for the College.
- Student's understand it is their responsibility to submit their work hours via SF State Gateway.
- Student's understand that in addition to electronically submitting work hours, a tangible time sheet is due by the 25th of every month to their supervisor.
- Student's understand that in addition to electronically submitting their work hours, a tangible time sheet is due by the 30th of every month to the CoB fiscal office with supervisor's signature.

Note: If tangible time sheets are not submitted to the fiscal office with the proper signatures, student reported time will NOT be approved resulting in late pay.

*** A tangible time sheet is needed to ensure that the student and the supervisor has agreed to the number of hours worked for the month.**

PAY RATE RANGES AND JOB CLASSIFICATIONS

Effective April 14, 2008

Class I:
\$8.50 - \$10.50

KEY CHARACTERISTICS: Basic to moderate skills, knowledge or training, routine - moderately difficult tasks.

With close to moderate supervision, perform tasks which requires minimal to moderate training. The work can be routine, involving simple clerical and/or manual tasks to work of a semi-complex nature that may require limited degree of independent judgement or decision-making. Subject matter can be routine and non-technical or varied. If required, physical exertion is light to moderate. Skills, training and experience required can range from little to a moderate degree and can be technical or administrative.

Class II:
\$9.25 - \$12.25

KEY CHARACTERISTICS: Semi-advanced to advanced skills, knowledge from prior experience, specialized knowledge or extensive training, independent judgement or decision-making; difficult to complex tasks.

With minimal to little direct supervision, performs tasks requiring prior experience or moderate to extensive training. Job responsibilities range from semi-complex to complex in a wide range of problem solving situations. Independent judgement and or decision-making is characteristic. If applicable, physical exertion may be moderate to heavy. Work may be done at a para-professional level.

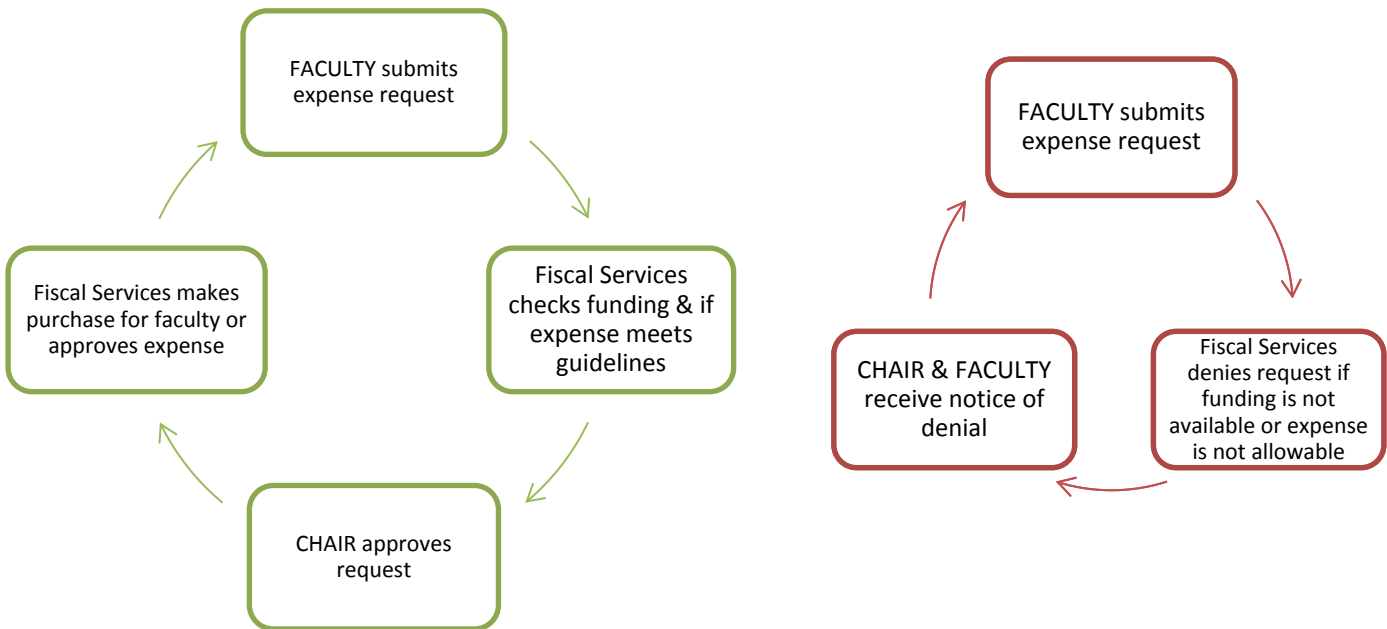
Class III:
\$11.25 - \$17.26

KEY CHARACTERISTICS: Advanced skills, specialized knowledge or extensive training; independent judgement or decision-making; complex tasks.

With no direct supervision, perform tasks which require prior experience or training. Job responsibilities are complex and require the application of specialized skills or experience in a wide range of problem-solving situations. Independent judgement, discretion and/or decision-making is characteristic. Ability to meet deadlines and to work under pressure. If applicable, physical exertion may be heavy. Work may be done at the para-professional level.

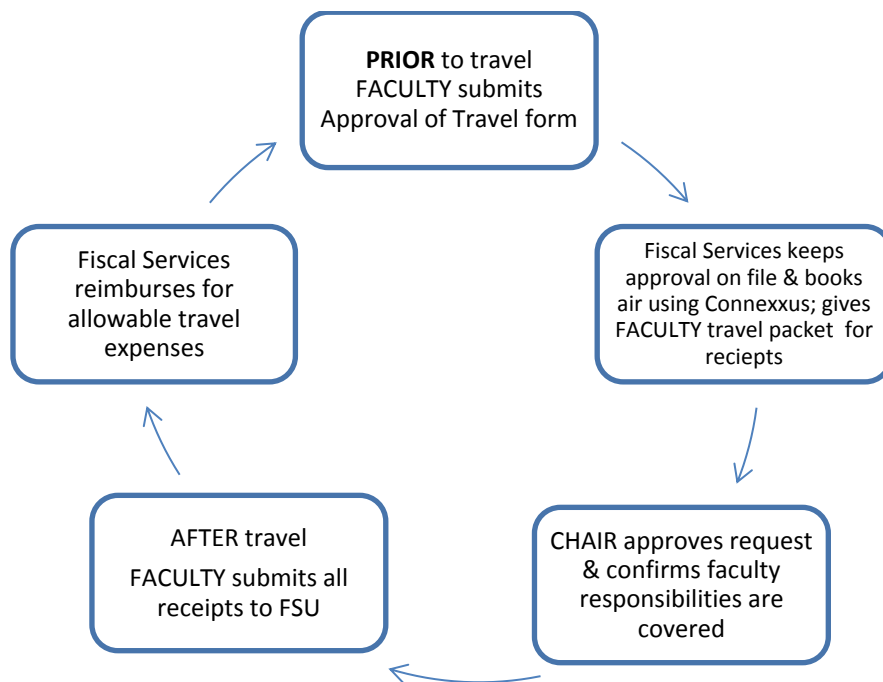
VII. Summary of Approval and Reimbursement Processes

Non-Travel Related Expenses



Travel Related Expenses

Expenses are not reimbursed if an [Approval of Travel form](#) was not submitted before travel. Flight itinerary should be booked using Connexus Travel to take advantage of direct billing arrangements.



VIII. Helpful Links

University Travel Procedures

- http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/complete_travel_procedures.pdf
- <http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menumessage=2>

Request for Authorization to Travel/Travel Advance

- http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/auth_to_travel_-_travel_advance_02102011.pdf

EHOS

- http://www.sfsu.edu/~hrwww/Safety_Risk_Operations/safety_risk_home.html#5

Defensive Driver's Training:

- http://www.sfsu.edu/~hrwww/Safety_Risk_Operations/travel_driving/defensive_driver/defensive_driver.html

Release of Liability Waiver Form:

- http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/Release%20of%20Liability%20Packet_v2.pdf

Foreign Travel Packet:

- http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/Request%20for%20Foreign%20Travel%20Insurance%20Packet_v2.pdf

State Department's Safe Traveler Enrollment Program (STEP):

- <https://travelregistration.state.gov>

Connexus

- <https://idp.sfsu.edu/idp/Authn/UserPassword>

Travel General Information:

- <http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=15>

Student Employment Guidelines

- <http://www.sfsu.edu/~finaid/newemployers.html>

Hiring Form

- http://cob.sfsu.edu/cob/portal_faculty/pdfs/student_hire.pdf

Pay Voucher

- https://fiscaff.sfsu.edu/services/onlineform/forms/pdf/student_assistant_work_study_voucher.pdf

University Hospitality policies

- <http://fiscaff.sfsu.edu/generalinformation/departments/hospitality/index.jsp?menumessage=2>