

How to Submit Expenses for the FTS Program

Each section of FTS is allotted \$50 for some type of meeting(s) that aims to build ties between students and their advisor or amongst students. Requests for support beyond this level should be submitted to Kate Knutson (Knutson@gustavus.edu), the Director of FTS.

- If charged to a Gustavus Wells Fargo card, expenses can be reclassified from the instructor's department to FTS while reconciling the Wells Fargo statement:
 1. Select the charge, then hit the "Reclassify" button towards the bottom of the page.
 2. Enter the account number for FTS, which you can obtain by calling Linda Steinhaus in the Academic Deans' Office (x7675).
 3. Hit the "Save" button and submit your statement when you are ready.
 4. Send one copy of your FTS-related receipt(s) to Linda Steinhaus and submit the original(s) to the supervisor of your Wells Fargo account (normally your department chair or administrative assistant).

- If not charged to a Wells Fargo card (an honorarium for a speaker, for example), expenses can be reimbursed with a Request for Payment form, available from your administrative assistant. Complete the form and submit it to Kate Knutson along with the relevant receipt(s).

- Purchases made on campus (Bookmark, Dining Services, etc.) can be charged to the FTS program. Send the receipt to Linda Steinhaus.