

Accessing Course Budgets

Winter Term Budgets:

Visiting instructors have a \$250 course enrichment budget, although some courses may have received additional budgeted funds, which were approved during the course review process. Examples of uses of enrichments are (but not limited to): outside speakers, project supplies, and field trips. Something that enhances the academic experience. The approved budget for our course was listed in the “**Registration**” letter you received via email from Diane Burnham in mid-November. If you do not have a copy of your letter, please contact your Host Department Coordinator or Diane Burnham for your approved course budget. Requests for additional funding should be forwarded to Grace Spatafora, Dean of Curriculum, spatafor@middlebury.edu.

Budget EDORDA = 311-2905-(object)-10-000000-(activity code)

Activity Code – This code defines the purchase as belonging to a specific individual. Your activity code was listed in the “registration” letter you received via email from Diane Burnham in mid-November. If you do not have a copy of your registration letter, your Host Department Coordinator can provide you with that information.

Lecturers/Performers:

If your course budget includes bringing lecturers or performers to campus, please refer to the following website to make sure that the appropriate paperwork is completed so this person will not experience delay in receiving payment. Your host department coordinator can also assist you with this process. Please do not invite someone to campus if your approved budget does not cover this expense. If you have questions, please contact the **Controller’s Office**.

Reimbursements: Visitors usually find it easiest to pay out-of-pocket for most course purchases, and then submit a request for reimbursement. We have moved to a new finance system, Oracle, and everyone will submit their own expense report for reimbursement. There are short, how-to videos on the Oracle Cloud website (found on the Quick Links menu on the Middlebury website’s home page) and handouts in your welcome packet to assist you with this process. **Please note that overages of your approved budget may not be reimbursed.**

College Store:

Items from the College Store (located in Proctor) can be charged directly to your budget EDORDA along with your activity code (see information above).

Please note that basic office supplies are available to you from the Host Department Office (pens, pencils, paper) and should not need to be purchased on an individual basis.