As stipulated in the 2008 version of this handbook, the dean will appoint a task force to review core provisions of the STARS policy every three years, and in the interim, the Office of Faculty Affairs will maintain an up-to-date FAQ online reflecting any minor changes. This version reflects the review conducted in AY 2014-15. Minor changes made in January 2017 include updating the logo and adding back language in section VI.D.iii that had been inadvertently deleted in the 2014 version.
I. BACKGROUND

Stern Teaching and Research Supplement (STARS) accounts are discretionary funds provided by the Stern School of Business to full-time faculty members to support eligible teaching and research related activities. While individual faculty members are in the best position to determine how to promote their teaching and research activities, they also must consider whether their expenditures support excellence in teaching or research, and whether they are reasonable and not excessive. Expenses without legitimate research or teaching-related justifications, or that are unreasonable or excessive, may be denied.

Faculty members are held accountable for their STARS spending:

- All expenditures must be reasonable and conform to University guideline and IRS regulations.
  
  NYU guidelines may be found at:
  
  http://www.nyu.edu/content/dam/nyu/compliance/documents/BusinessExpensesPolicy.pdf

- All required documentation to process and support expenses must be provided on a timely basis and must indicate a business purpose related to teaching or research.

- The accuracy of the monthly STARS activity statement should be reviewed on a timely basis.

Every three years, the Dean shall appoint a task force to review STARS policy core provisions. The Office of Faculty Affairs will maintain an up-to-date online FAQ reflecting any minor changes made in the interim.
II. STARS ALLOCATION

The STARS allocation pool is a fixed percentage of each department’s total faculty members’ annual base salaries (the task force has recommended 12% for academic year 2015-2016 through academic year 2017-2018). The pool must first cover 100% of the salaries for the department’s administrative aides and 25% of the administrative coordinator’s salary. Then each department chair allocates a portion of the balance for a departmental reserve and for faculty members, each of whom must receive at least 4% of base salary. The Dean’s Office may supplement a faculty member’s STARS account for specific tasks or assignments.

III. GUIDELINES

A. The STARS calendar is September 1 through August 31st.

B. All items purchased from the STARS allocation are the property of the University.

C. All expenditures must be reasonable and conform to University guidelines and IRS regulations.

D. With the exception of internet and cell phone bills, STARS expense reimbursements should be submitted for payment within ninety (90) days of incurring the expense. Any expenses submitted after September 30 of the subsequent academic year will not be reimbursed.

E. Monthly statements of STARS account activity are available online through Sternlinks. Faculty members should check those statements regularly.

F. STARS funds are transferable among faculty members provided they have a valid business purpose and have been approved by the department chair or the Dean’s Office.

G. Balances remaining in STARS accounts at the end of a year may be carried forward to the next year. In no year may a faculty member spend more than double the past three years’ average STARS allocation, regardless of the balance available.
H. A faculty member may borrow against the following year’s allocation up to a ceiling of 10% of the current year’s STARS allocation. This is allowed only if there is a reasonable expectation that the faculty member will have an allocation in the following year.

I. Faculty members on unpaid leave of absence do not receive a STARS allocation. If a faculty member on leave incurs research-related expenses, and he or she is not getting paid by another institution while on leave, said expenses can be reimbursed from the faculty member’s existing STARS balance or the department’s reserve with proper approval.

J. Faculty members on sabbatical continue to receive a STARS allocation, the size of which is determined by the department chair.

K. When on sabbatical or leave, and in residence away from NYU, normal living expenses such as rent, personal meals or commuting cannot be paid by STARS. However, expenses for research-related travel (e.g. conferences, meetings, short visits) during a sabbatical or leave are reimbursable.

L. Visiting faculty members receive a STARS allocation in an amount determined by the department chair and/or the Dean’s Office. At a minimum, the funding covers the normal office expenses of the visitor.

M. Retired faculty who engage in research and teaching activities which support the mission of Stern, and who maintain a presence at Stern, will have access to Stars funds as follows:

1. Retired faculty may use up to $5,000 per year for up to five years, provided such expenditures are for legitimate research and teaching purposes and they have a sufficient balance in their STARS account.

2. Retired faculty who have no balances in their STARS account, or who have been retired for more than five years, may apply for funds for research and teaching purposes. Such funds can be granted by the department out of the department funds, or by the Dean’s Office.
N. The allocation remaining when a faculty member leaves, for reason other than retirement, returns to the School. It does not remain in the respective department’s STARS pool and cannot be reallocated for departmental uses.

O. When travelling on non-NYU business, expenses are not reimbursable by STARS. If the trip also includes NYU-related commitments, relevant expenses can be reimbursed pro-rata.

P. If in doubt about the eligibility of any expense, discuss it in advance with the Stern Budget Department.

Q. The funding provided by STARS is independent from other sources of funding for research and teaching, i.e. endowed chairs, fellowships and sponsored research grants.

IV. ITEMS PROVIDED WITH NO CHARGE TO STARS

The school provides basic space and supplies to faculty with no charge to STARS:

A. Office space with standard furniture

B. Costs of copying classroom materials processed through the Copy Center

C. Fax and telephone calls, and digital network connections, from the office

D. First class mail other than mass mailings

E. Mainframe computer use and access to certain software databases

F. Basic office supplies: Stern letterhead, printer paper, ruled pads (white, yellow), basic pens and pencils, Scotch tape, paper clips, Post-Its, rubber bands, staples, manila file folders, index cards, printed and plain envelopes, etc.

V. ITEMS ELIGIBLE FOR STARS REIMBURSEMENT

A. SERVICES

   1. Payments to Human Subjects
Payments to human subjects to support research are considered an “award” or “prize.” All paid subjects must sign that they received payment. Social Security numbers are required for subjects who will be paid $600 or more.

2. Research and Teaching Assistance

Faculty members may use STARS to pay for students hired to conduct research or pay for a teaching fellow, graduate fellow or grader. Teaching hires must be made through the Office of Faculty Affairs TF/GF program prior to starting work. To hire a student to assist with research, you must work with your department’s administrative coordinator. Payments made to students using personal cash or checks will not be reimbursed.

B. TELECOMMUNICATIONS AND EQUIPMENT

1. Computer Hardware and Computer Software

Computer hardware (desktop computers, laptops, printers, etc.), and software under $1000, can be purchased with personal funds and be reimbursed or through The NYU Computer Store. Purchases over $1000 must be done through The Computer Store or Purchasing Services with a Purchase Order. Faculty members are allowed to replace their desktop and/or laptop computer once every two years. More frequent purchases require written justification and approval.

IT staff must be consulted beforehand if there is any expectation of hardware or software support services from the staff. It should be noted that certain software and databases are provided by the school. Software or databases that are to be installed on Stern’s servers and research computers (as opposed to on individual faculty machines) may be installed only with the approval of IT staff.
2. Broken, lost or stolen equipment

In general, faculty members are responsible for the maintenance of equipment purchased through their STARS funding. Stern is insured for items stolen from the premises; items lost or stolen off premises are not reimbursable via that insurance. Faculty members can pay for the replacement of such equipment from their STARS account. Faculty members are expected to take reasonable precautions to protect University property.

3. Internet Connection

Charges for off-campus internet hardware and connections, including wireless internet service, should be accumulated and submitted twice a year for reimbursement to cut down on the administrative burden of processing.

4. Cell Phones, Smart Phones and Tablets

Cellular phone, smartphone and tablet expenses, for both equipment and business usage, are reimbursable through STARS. IRS regulations require that you must submit itemized bills for mobile phone calls when requesting reimbursement. A faculty member can charge a new phone and/or tablet to his or her STARS account once every two years. More frequent purchases require written justification and approval.

C. TRAVEL AND ENTERTAINMENT

1. Travel Expenses

Faculty members should familiarize themselves with NYU’s policies regarding travel expenses (http://www.nyu.edu/content/dam/nyu/compliance/documents/BusinessExpensesPolicy.pdf) and are encouraged to book travel using one of the NYU preferred booking tools at http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html. To take advantage of air
and rail insurance provided to NYU, use the NYU American Express corporate card. For rental car insurance coverage, use an agency that participates in the NYU car rental agreement.

Personal meal expenses while travelling, including alcohol, are reimbursable up to an average of $100 a day.

2. Business Meals

Business meals, either in New York or when travelling, are reimbursable only if they include at least one person who is not a full-time employee of the University. An exception is made for a tenured professor hosting a first-year assistant professor for purposes of mentoring. STARS can also be used for lunch with a doctoral student, or with MBA or undergraduate students with appropriate justification (e.g., if the faculty member is a mentor or advisor to those students).

All requests for meal reimbursement must state the purpose of the meal and include a list of the attendees and an itemized receipt. For dinners, the limit for reimbursement is $150 per person, with an overall limit of $500 (for both food and alcohol).

D. OTHER

1. Academic Books, Reprints and Subscriptions to Academic Journals

Faculty members may charge books and reprints for teaching or research as well as one-year subscriptions to academic journals. Newspaper and magazine subscriptions are not allowable expenses unless they are directly related to research and/or teaching responsibilities.

2. Express Mail

Faculty members will be charged for all express mail and courier usage. University guidelines require the use of United Parcel Service for all courier services.
3. Memberships

Faculty may be reimbursed for professional memberships and licenses (e.g. Academy of Management, CPA etc.).

4. Photocopy Charges

Photocopying of classroom materials and other high-volume copying should be done by or in the Stern Copy Center, as its machines are best for this type of work. In the Stern Copy Center, classroom materials are charged to departments, not to individual faculty members; non-classroom materials are charged to individual STARS accounts at a rate of $.025 (two-and-a-half cents) per page.

VI. ITEMS NOT ELIGIBLE FOR STARS REIMBURSEMENT

A. Sales tax on capital items that can be purchased with purchase orders through NYU.

B. Replacement of personal items lost from or damaged on Stern premises, unless they are items used for professional purposes (e.g. books or computer equipment).

C. Home office furniture or non-standard furniture for Stern offices. STARS can be used to purchase ergonomic desk chairs and standing desks.

D. Certain travel expenses, per NYU and IRS rules.

   1. First class airfare (Note that business class is eligible if the trip is either at least six hours of continuous travel or transoceanic.)

   2. Lodging, not including taxes with receipts, exceeding $300 daily.

   3. More than seven days of per diem reimbursement for meals without receipts, on university-related travel. The amount provided is subject to the US government rates, which may be found at:
Domestic: [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)

International: [http://www.state.gov/travel](http://www.state.gov/travel).

Note that a single reimbursement must use either the per diem method or be based on receipts; both methods cannot be combined in the same request.

1. For rental cars in the U.S., collision damage and liability insurance. (see Section V.C. above.)

2. Family (spouse/partner/children) travel expenses