Oregon Tech Travel & Accounts Payable Overview


Go to http://www.oit.edu/faculty-staff/ba/ap for information on hosting, invoices, procurement cards, etc.
Changes to Travel Policy

• Jackson Travel is no longer on the state contract and having flights billed through the encumbrance process for Jackson is no longer an option.

• Obtaining a quote from the travel agency prior to purchasing a flight elsewhere is no longer required.

• New return procedure for returning Enterprise rental vehicles.
  • When returning on the weekends (between 5:30 p.m. Friday & 7:30 a.m. Monday), return rental to lot at conclusion of travel and provide return time by either emailing enterpriserentacar-4632@ehi.com; leaving a voicemail at 541-850-9000; or putting a note with the keys when dropping them in the drop box.
Travel Process: Prior to Traveling

- Complete **Travel Authorization Request**: Once completed and signed by all required signatories (see below), respective department retains travel authorization - to be attached to Travel Reimbursement Request for reimbursement.
  - Authorization is an estimation of travel itinerary and cost. It is **required** to be completed for all employees **before** the trip occurs.
  - Authorization Request must be signed by all of the following:
    - Traveler
    - Department Head/Supervisor
    - Budget Authority (if different than Department Head/Supervisor)
    - VP/Dean (Deans sign for all faculty travel)
Travel Authorization Request

Please be aware that approval of Travel Auth. does not guarantee reimbursement at requested amounts. Reimbursement must abide by University travel policy.

*Exceptions may only be granted by the Director of Business Affairs, Michelle Rich, CPA, must be requested prior to travel, and attached to Travel Reimbursement Request.*
Please make sure to give detailed purpose of travel. Note any exceptions made or any additional information.

*Who, What, When, Where, & Why*
Example of detailed Purpose of Travel

- Michelle Rich will be traveling to Beaverton, OR on November 17, 2014, returning November 18, 2014. She will attend training provided by the Oregon Society of Certified Public Accountants on 11/18/14. Michelle will be traveling in her own vehicle and accommodations will be direct billed by The Bridgeport. Lunch is to be provided by CPE provider as part of training.
Travel Process: During Travel

- Keep track of dates and times of trip (trip departure and arrival time are required on reimbursement form).

- Remember to save receipts** for the following: lodging, fuel (if using a rental vehicle), baggage fees, taxi fare, parking, flights (if not purchased through Azumano***), and any other misc. expenses that you will be requesting reimbursement for. Food receipts for travel not required as meals are reimbursed at a per diem rate, not at actual costs.

  **Receipts must specify method of payment. If payment method is credit card, last four of credit card number is required; if payment method is check, copy of cancelled check is required.

  ***Azumano is the suggested vendor when purchasing international flights, refundable flights, city pairs, or last minute flights.
Travel Process: After Travel Concludes

- Complete Travel Reimbursement Request, referencing information/receipts provided by traveler.
  - Reimbursement Request must be signed by all of the following:
    - Traveler
    - Department Head/Supervisor
    - Budget Authority (most of the time this will be the same as Dept Head)
    - VP/Dean (Deans sign for all faculty travel)

- Pre-approved Travel Authorization Request Form, rental vehicle receipt (if rental was used), conference/meeting agenda (if applicable), approval of exceptions granted (if any), and all required receipts for expenses being submitted for reimbursement should be attached to travel reimbursement request before submission to Business Office.
Travel Reimbursement Request

Reimbursements will not be made without detailed purpose of travel. Note any exceptions or additional info.

Note: The Accounts Payable dept. (not office/admin staff) is responsible for entering travel reimbursement invoices into Banner.

| Time you depart on trip & time you arrive home at end of trip. |
| This column is for trips 100 miles or less (each way). Trips greater than 100 miles, include as part of Other Expenses section. |
| List lodging taxes here. Do not include up above with lodging rate. Also, do not include lodging in “total” column if direct-billed, as reimbursement is not needed. |

| Purpose of Travel—Including notices for processing and splitting of index code expenses. |

Note: The Accounts Payable dept. (not office/admin staff) is responsible for entering travel reimbursement invoices into Banner.
Please use this form as a tool for travel rates

http://www.oit.edu/faculty-staff/ba/ap/travel reimbursements

<table>
<thead>
<tr>
<th>INSTATE MAX. PER-DIEM (All Oregon cities)</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidental Expenses</td>
<td>$52.00</td>
<td>($62.00)</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$13.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$13.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$26.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>Lodging (Tax not included)</td>
<td>$120.00</td>
<td>$140.00</td>
</tr>
</tbody>
</table>

Incidental expenses include gratuities & fees for waters, baggage handlers, etc. HIGH rates only apply to cities listed on the High Locality Table, located on OUS website or at the following link: OUS High Locality Cities

| NON-COMMERCIAL LODGING PER-DIEM | $25.00 (All locations) - No written receipt necessary. |

| FOREIGN PER-DIEM including Alaska, Hawaii, and other U.S. POSSESSIONS: |
| Meals & Incidental Expenses  | $ varies |
| Lodging INCLUDING taxes      | $ varies |


| MEALS ON 1 DAY TRIPS (No overnight stay) |

Federal Regulations state: All meals claimed on a 1 Day trip are taxable. (Change to 28542)

Breakfast eligibility requires travel begins PRIOR to 7 am.
Lunch not provided unless:
- Traveling as an OUS board member or as an unpaid advisory committee member.
- A meal at a convention, conference, or meeting is part of the agenda.
- Directly or required to attend mealtime business or youth relation meetings.
- Student group and/or athlete team.
Dinner eligibility requires travel concludes AFTER 6 pm

| PARTIAL MEAL ELIGIBILITY (With overnight stay) |

On Day Trip Starts:
Breakfast/Lunch/Dinner eligibility requires trip start PRIOR to 7 am.
Lunch eligibility requires trip start PRIOR to 1 pm (after 7 am).
Dinner eligibility requires trip start PRIOR to 7 pm (after 1 pm).

On Day Trip Ends:
Breakfast/Lunch/Dinner eligibility requires travel concludes AFTER 6 pm.
Breakfast/Lunch eligibility requires travel concludes AFTER 12 pm (prior to 6 pm).
Breakfast eligibility requires travel concludes BEFORE 12 pm.
Hosting Groups/Guests

- Approval form must be completed **before** hosting the event.

- In order to use Oregon Tech Funds for hosting, the event must fall under one of these three categories.

- Non-business related events are not reimbursable/allowed expenses. (Ex: going away party, retirement party, birthday party, etc.)
Hosting Groups/Guests Cont..

- Procurement cards may not be used for hosting. For on campus hosting, it is required to use Sodexo. They will send an invoice and the expense will be paid as a direct bill. Hosting form must be attached and all hosting provisions adhered to in terms of meeting agenda, timing and business/university purpose. “Who, what, when, where & why” info must be included in the document text.

- When hosting individuals or groups off-campus, payment must be made with personal funds and then a reimbursement request must be submitted with all required documentation and hosting forms. For larger events direct payment to the vendor is the preferred method of payment.

- Alcohol and tips in excess of 15% are NOT allowable/reimbursable expenses.
Personal Reimbursement Form

- Max. allowable tip is 15%
- Budget Authority and VP over that area must sign.
- Office staff of that dept. enters into Banner.
- Include “who, what, where, when, & why” information in both paperwork and doc text.
Accounts Payable stamps are preferred on invoices to include all pertinent information (i.e. Banner Invoice #, Vendor ID #, PO #, Date Goods Were Received, Enterer, Enterer’s Phone Number, Budget Authority Signature, Index & Account Codes)

New Checks and ACH Processing Schedule:

- Checks are run every Wednesday
- ACH is run every Thursday by 9:30 a.m.
- Special Check/ACH runs may be done upon request under special circumstances
Required Document Text

- A clear description of purchase
- Which campus purchase is for
- Contract number if applicable
- Budget Authority who has authorized purchase
- Project Manager name if applicable
- Name and phone number of invoice enterer
Doc Text for Capital Asset or Laptop Invoices

• Include basic doc text info and also add items below
  • Item Description
  • Model
  • Serial Number
  • Manufacturer
  • Department/Office
  • Building and room location of equipment
  • Instructional or Administrative use
Must include the “who, what, when, where, & why” information

Names of attendees should usually be included but for larger events open to a whole group, please attach agenda/flyer of event to invoice.

<table>
<thead>
<tr>
<th>Type: INV</th>
<th>Code: I0227002</th>
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<tbody>
<tr>
<td><strong>Text</strong></td>
<td></td>
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<tr>
<td><strong>What:</strong> GERTF Breakfast</td>
<td></td>
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<tr>
<td>(General Education Review Task Force)</td>
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<tr>
<td><strong>When:</strong> September 17, 8 a.m.</td>
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<tr>
<td><strong>Where:</strong> Mt. Mazama/Scott (CU) Klamath Falls Campus</td>
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<tr>
<td><strong>Who:</strong> All faculty</td>
<td></td>
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<tr>
<td><strong>Why:</strong> Presentation by GERTF members of work</td>
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<td>completed during 2013-14 re gen ed</td>
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<td><strong>Total:</strong> $377.11</td>
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</table>
Procurement Cards

**Application Process**

- Read the Procurement Card Policy
- Take the procurement test (my.oit.edu)
- Contact Business Office for application
- Ask questions about your responsibility for the card
Understand your responsibilities

• Ensure the card is used **APPROPRIATELY**

• Keep the card safe until needed by authorized users.
  
  • Record transactions on the activity log

• Reconcile the account monthly and on a timely basis (including supporting documentation)

• Monitor the card for fraudulent transactions and to ensure proper usage
Card Monitoring

All cards are subject and included in ongoing monthly audits conducted by BAO staff. The Director of Business Affairs, Michelle Rich, CPA, will revoke card privileges in instances of misuse (including non-adherence to University policy, abuse, and/or fraud).

Card can be revoked after 3 violations which include:

- Improper use
- Late submission of statements
- Insufficient documentation
- Insufficient/incomplete reconciliation
Maintain a Monthly Log

Includes

- Date checked out and returned
- User signature and Vendor Name
- Description of item purchased
- Amount charged
- Date charge appears on the statement
# Sample Sign-Out and Activity Log

**OREGON TECH**  
Procurement Card Sign-Out and Activity Log

<table>
<thead>
<tr>
<th>Date</th>
<th>User's Signature</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>On Stmt Dated</th>
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Monthly Reconciliation

• Due to Business Office by 12:00 pm on the 3rd business day of new month
• Must be complete with all required signatures and appropriate backup
• Receipts must match the statement amount. Any differences should be noted
• Any granted exceptions should also be noted and the email approval of the exception should be attached
US Bank Visa Statement Form Notes

**Fields for entry:**

- Statement Date
- Appropriate information for all receipts on statement
- Card Name (actual name/department name on card)
- Card Custodian (include legible signature of the card holder)
- Designated Reconciler (legible signature of person completing the reconciliation)
- Budget Authority (include budget authority signature for all indexes used on the reconciliation)
Allowed items

Typical uses for a p-card (These items are directly quoted from the OUS Purchasing-Procurement card page on the OUS site.)

- Office Supplies
- Teaching and Research supplies
- Materials for minor repairs
- Non-Capitalized Furniture and Equipment
- Conference Registrations
- Subscriptions to newspapers, journals and periodicals
- Reference materials such as books (particularly those purchased from another country due to exchange considerations)
- Travel expenses for student groups or teams (allowable only on group travel cards)
General P-Card Notes

The following items are NOT allowed:

• Alcohol is NEVER allowed
• No Restaurants – these should generally be on personal reimbursements
• Travel related expenses for: lodging, fuel, food
• No items of a personal nature
• Order delivery can never be to a personal residence
• No computers or software (these should be done on PO’s through ITS)
Group Travel Cards

Group Travel Cards are issued by the Director of Business Affairs to departments with significant student events and/or student travel. These cards may be used for costs incurred for food as part of student hosted events and student travel (fuel, lodging, food). Hosted events documentation is required (see hosting section).

Group Travel Cards are never to be used by faculty or staff for employee-only travel while on University business.
Un-allowed Items

Do not use the p-card for the following account codes due to W-2 tax reporting requirements:

- 10780 - Employee Moving Expenses (Taxable)
- 10781 - Temporary Living & Supplemental Allowance (Employee)
- 10782 – Settling-In Allowance (Employee)
- 10783 - Storage of House (Employee)
- 10784 – Dependent Assistance Tuition & Fees (Employee)
- 10785 – Dependent Assistance – Other (Employee)
- 10786 – Utilities and Maintenance (Employee)
- 10787 – Housing Rentals (Employee)
- 10788 – Cost of Living/Post Allowance (Employee)
- 10790 – Moving- Employee (Non-taxable)
- 28502 – Overtime Meal Allowance
- 28532 – Hiring Incentive
- 39712 – Employee Travel (Taxable)
- 39713 – Dependent of Employee Travel (Taxable)
Reconciliation Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Amount</th>
<th>Index</th>
<th>Account</th>
<th>Location</th>
<th>Purpose/Purchase Description</th>
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**TOTAL** $0.00

This amount must equal the US Bank statement amount.

Card Name: ____________________

Card Custodian: ____________________

Designated Reconciler: ____________________

Card Budget Authority: ____________________

Other Index Budget Authority:

[INDE/NME, remove before printing] ____________________

[INDE/NME, remove before printing] ____________________

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Resources

- OUS Purchasing-Procurement Card Policy
  http://www.ous.edu/departments/controllers-division/policies-procedures/ous-fiscal-policy-manual/purchasing-procurement

- http://my.oit.edu/facultystaff/Pages/default.aspx
<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>FUNCTIONS</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Rich (Meyer), CPA</td>
<td>Director BAO</td>
<td>• Director</td>
<td>SN102</td>
<td>5-1628</td>
</tr>
<tr>
<td>Paige Arteaga</td>
<td>Admin Program Assistant</td>
<td>• Assistant to Director&lt;br&gt;• P-card administrator</td>
<td>SN102a</td>
<td>5-1813</td>
</tr>
<tr>
<td>Denise Reid</td>
<td>Assistant Director BAO</td>
<td>• General Accounting Oversight&lt;br&gt;• Month End Close</td>
<td>SN101</td>
<td>5-1227</td>
</tr>
<tr>
<td>Cindy Childers</td>
<td>A/R Manager</td>
<td>• Student Account Adjustments&lt;br&gt;• Fee Table Maintenance&lt;br&gt;• Fee Assessment</td>
<td>SN115</td>
<td>5-1217</td>
</tr>
<tr>
<td>Karissa Guthrie</td>
<td>Financial Aid Accountant</td>
<td>• Financial Aid Refunds&lt;br&gt;• Reconcile/Balance FA Accounts&lt;br&gt;• Scholarship Processing&lt;br&gt;• Institutional Loans&lt;br&gt;• Perkins &amp; Institutional Loan Exit Interviews&lt;br&gt;• Graduation Holds&lt;br&gt;• Approve Encumbrances (Travel Reservations)</td>
<td>SN115</td>
<td>5-1240</td>
</tr>
<tr>
<td>Faletha Fowler</td>
<td>A/R Accountant</td>
<td>• Emergency Loans&lt;br&gt;• Student and 3rd Party Billing&lt;br&gt;• Wire Entries&lt;br&gt;• Payment Plan Arrangements&lt;br&gt;• Registration Agreements&lt;br&gt;• Revenue Agent</td>
<td>Cashier’s Office</td>
<td>5-1208</td>
</tr>
<tr>
<td>Keili Patterson-Stelley</td>
<td>Cashier</td>
<td>• Student Account Interpretation&lt;br&gt;• Payment/Refund Processing&lt;br&gt;• Distribute Parking Permits</td>
<td>Cashier’s Office</td>
<td>5-1202</td>
</tr>
<tr>
<td>Karen Blevins</td>
<td>Payroll Supervisor</td>
<td>• Faculty/Staff Payroll</td>
<td>SN106</td>
<td>5-1210</td>
</tr>
<tr>
<td>Rachel Winters</td>
<td>Payroll Assistant</td>
<td>• Student Payroll&lt;br&gt;• Vendor Relations</td>
<td>SN106</td>
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<tr>
<td>Jeramy Martin</td>
<td>Accounts Payable</td>
<td>• Approve Invoices/Personal Reimbursements&lt;br&gt;• Procurement &amp; Group Card Accounting</td>
<td>SN114</td>
<td>5-1226</td>
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<tr>
<td>Shonia Hinton</td>
<td>Accounts Payable</td>
<td>• Approve Invoices/Personal Reimbursements&lt;br&gt;• Approve Travel PO’s&lt;br&gt;• Check Vendor Statements&lt;br&gt;• Auxiliary issues&lt;br&gt;• Enterprise Funds</td>
<td>SN114</td>
<td>5-0567</td>
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<tr>
<td>MaryLou Nicholson</td>
<td>Auxiliary Accountant</td>
<td>• Auxiliary Accounting &amp; Billing&lt;br&gt;• Capital Asset Management&lt;br&gt;• Post Printing, Copying &amp; Postage Charges</td>
<td>SN204</td>
<td>5-1671</td>
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