Accounts Payable & Travel Updates

Business Partners Round Table
February 18, 2014
Travel and Moving/Relocation Mileage Rates Decreased

**Standard Mileage Rate - Decreased**

- Reimbursement for standard mileage rate has decreased from 56.5 cents per mile to **56 cents** per mile.
- Effective 01/01/2014.

**Moving/Relocation Mileage Rate - Decreased**

- Reimbursement for miles driven while moving and relocating for new or relocating employees, has decreased from 24 cents per mile to **23.5 cents** per mile.
- Effective 01/01/2014.
Delegation of Authority
When you have a New Employee or Transferred Employee into your Department

New Employee

- Complete the Delegation of Authority IRT CFS Finance System Access Request Form, see link to IRT form on the ABA Forms page under the Procurement & Contract Services Section.
- [http://www.csus.edu/aba/forms.html](http://www.csus.edu/aba/forms.html)#Procurements & Contracts
- Inform AP of the new employee in your department.
- Request to have training for this new employee on AP processes only if they are responsible for Travel or PO payments.

Transferred Employee

- Complete the Delegation of Authority IRT CFS Finance System Access Request Form, see link to the IRT form on the ABA Forms page under the Procurement & Contract Services Section.
- [http://www.csus.edu/aba/forms.html](http://www.csus.edu/aba/forms.html)#Procurements & Contracts
- Inform AP of the replaced employee with the new employee.
- Remove former employee from the delegation of authority approval list and any other contact list they are listed.
- Request training if they have never done travel or PO payments before.
What is an itemized Receipt?

**An Itemized Receipt**

- A document that shows proof of payment for services or items purchased.
- A document that shows your name, method of payment (Cash, Check or Credit Card), the dollar amount and a list of what was purchased.
- A document that shows no balance due.

**Not an Itemized Receipt**

- A document that is a confirmation, a booking or quote that you have acquired services or an item for.
- A document that only shows the total dollar amount of the full purchase (i.e. credit card customer copy receipt).
- An itinerary in lieu of a receipt – internet purchased travel packages.
- Documents that show a balance due. Hotel Folios.
This is not a receipt. It is a confirmation of your transaction.

### Order Summary

Thank you. Please log off now and refer to your emailed receipt for any further directions.

<table>
<thead>
<tr>
<th>Order Date</th>
<th>12/5/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Total</td>
<td>475.00</td>
</tr>
<tr>
<td>Payment Type</td>
<td>MC ********1005 ✓</td>
</tr>
</tbody>
</table>

### Dues

<table>
<thead>
<tr>
<th>Order number</th>
<th>106</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dues</th>
<th>Paid Thru</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Institutional Dues (1001-5000)</td>
<td>12/31/2014</td>
<td>475.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>475.00</td>
</tr>
</tbody>
</table>
This is not a receipt as it shows an amount due. If the item is paid for by cash, check or credit card; it should not show an amount still owed. Although it does show a list of items purchased. The receipt below is a credit card receipt and does not show any items listed. Just that it is a Visa credit card and a total dollar amount.
This is an itemized receipt. It lists the items purchased, the total amount of the items, tax, tip for a grand total of the purchase. The owners name is crossed out for confidentiality. This is the kind of receipt you should be turn in to AP for reimbursements to be made without any issues.
What an Attendee’s List needs to have on it and why:

- All event attendees first and last name printed.
- Attendees relationship to the University. Faculty, staff, student or guest.
- Their title

<table>
<thead>
<tr>
<th>2/18/2014</th>
<th>First Name</th>
<th>Last Name</th>
<th>Signature</th>
<th>Title</th>
<th>Department</th>
<th>Employee or Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jane</td>
<td>Doe</td>
<td></td>
<td>Director of Nursing</td>
<td>Nursing</td>
<td>Employee</td>
</tr>
<tr>
<td>2</td>
<td>John</td>
<td>Doe</td>
<td></td>
<td>Director of Sutter</td>
<td>Surgery Clinic</td>
<td>Guest</td>
</tr>
<tr>
<td>3</td>
<td>Karen</td>
<td>Robinson</td>
<td></td>
<td>Accountant II</td>
<td>Accounts Payable</td>
<td>Employee</td>
</tr>
<tr>
<td>4</td>
<td>Susan</td>
<td>Johnson</td>
<td></td>
<td>Director of A/P</td>
<td>Accounts Payable</td>
<td>Employee</td>
</tr>
<tr>
<td>5</td>
<td>Kendal</td>
<td>Chaney-Buttleman</td>
<td></td>
<td>Controller</td>
<td>Accounting Services</td>
<td>Employee</td>
</tr>
</tbody>
</table>
Justification when purchasing Food

What is a justification:

- When food is a necessity and an integral part of the meeting/event and not just a matter of convenience.

What is *not* a justification:

- Agendas or name of the meeting/event is not a justification as to why food was needed.
- To ensure that employees show up to office meetings.
Coming Soon – EFT Payments for Employees

• Electronic Fund Transfer (EFT) will be available to a few as a test pilot in the coming months; and, then rolled out to the rest of the campus by the beginning of the new fiscal year. FY 2014/15.
• No more checks.
• Your reimbursements, travel expense claims and travel advances will go straight to your bank account.
• You will receive an email when your money has been deposited into your account.

How to sign up - **Starting July 1, 2014 – Stay Tuned:**
• Complete the authorization form for Employee EFT payment.
• Contact Leah Davis in Procurement for an appointment.
• Turn in your next reimbursement, travel advance or travel expense claim.
Direct Deposit Employee Authorization Form
For Travel or AP Payments

This form may NOT be used to request Payroll direct deposit.

CHECK ONE
- New Request
- Change of Bank or Account Number
- Delete Authorization

CHECK ONE
- Checking Account
- Savings Account

Name: __________________________
Bank Name: ______________________
Employee ID#: ____________________

TAPE A PRE-PRINTED VOILED CHECK or DEPOSIT SLIP FOR BANK ACCOUNT HERE
DIRECT DEPOSIT CANNOT BE PROCESSED WITHOUT A VOILED CHECK OR DEPOSIT SLIP
Submit this original form in person to Procurement

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California State University, Sacramento (CSUS) to credit any reimbursement due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUS to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CSUS, including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that CSUS requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an EFT electronic funds transfer.

I understand that, per CSUS travel policy and procedures, a travel advance is due and payable within 30 days after a trip is completed. If my completed travel expense claim shows that I did not use the entire advance requested, I am still responsible for the entire advance amount. I will repay any outstanding advance balance to the Cashier's Office in Faed Hall, Room 311, and attach the receipt to my travel expense claim when submitting to the Accounts Payable Office in Sequoia Hall, Room 311 for processing. My acceptance of a travel advance payment authorization collection activities. Failure to comply with this policy will result in collection activities that may include internal and external collection efforts, deduction from future travel expense claims, and/or tax refund offsets.

Signature: __________________________ Date: __________________________
Phone: __________________________ Email Address: ______________________
Recipient CSUS email address only

Privacy Notification
The Data of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on the form is to acquire authorization for reimbursement distribution to a financial institution of the individual's choosing. Furnishing all information on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being submitted.

Schedule an appointment with Leah Davis in the Procurement Office. Bring to your appointment the completed form to Sequoia Hall, Room 320. No copies or faxes will be allowed. Leah's extension is 8-7810. Leah's email is ldavis@skymail.csus.edu

Vendor #: __________________________ Entered By: __________________________ Date Entered: ____________ Employee Initials: ____________
CFS 9.2 Upgrade

• What does this mean for the departments and Accounts Payable (AP)?
  – The CFS system will be down, so **NO Checks** can be processed.

• Please review all of your open PO’s for Receiving and submit a Stock Received Report on all orders where you have received the commodity in your department. [http://www.csus.edu/aba/Central-Receiving/stock-received-reports.html](http://www.csus.edu/aba/Central-Receiving/stock-received-reports.html)
Questions or Concerns?

• Any questions?
• Contact Information:
  Susan Johnson
  Director of Accounts Payable & Travel
  sjohns@csus.edu

Phone: (916) 278-7444
Aba-fin-ap-travel@saclink.csus.edu