Accounts Payable & Travel Updates
BPRT 11/18/14

- Revised Direct Payment Request Form
- New Reimbursement Form
- Travel Updates – CO revisions to the Travel Policy and Procedures
Revised Direct Pay Form

- AP & PO revised the Direct Pay Request (DPR) to make the form more user friendly.

- The DPR is used to pay vendors directly.

- To be used for low-dollar purchases when a Procurement Card cannot be used. ProCard usage generates significant cost savings to the University by reducing the number of checks processed.
AP & PO designed a new Reimbursement Form to make it easier for departments to determine how to pay an employee/non-employee (e.g. interview candidate) when they have paid expenses out-of-pocket.

When the employee/non-employee has a receipt in hand, they are to be reimbursed on the new reimbursement form.

The two forms streamline payments and the review process and are available now.
Effective December 1, 2014

Significant changes:

Section II – Scope

- These procedures are neither intended to nor shall be interpreted in any manner that would diminish the rights of employees under a settlement agreement.
Section III – Payment of Travel

- Changed the timeframe after a trip from 60 days to just 30 days for Accounting to initiate proceedings for recovery of outstanding cash advances.
- IRS regulations require the University to consider unsubstantiated expenses and unreturned unused travel cash advances (within 120 days of the end of a trip) as income to the employee; and therefore prohibits recovery of travel advances by payroll deductions.
Section IV – Transportation Expenses

- Vehicle Type Preferred Order of Use:
  1. Campus Vehicles
  2. Rental Cars
  3. Private Vehicles

- Personal credit cards are now a recognized form of payment for rental car contracts with Enterprise and National.

- Mileage between the traveler’s residence and normal work location (commuting expenses) shall not be allowed. Commute expenses are under Human Resources and are not travel expenses.
Accounts Payable & Travel Updates

Any questions?
If you have any questions or concerns about this presentation, please contact Susan Johnson, Director of Accounts Payable & Travel, at sjohns@csus.edu or aba-fin-ap@csus.edu, phone (916) 278-6476