Welcome BOBCATbuyers & Travel Assistants

Please Sign-In

October 27, 2015

TEXAS STATE UNIVERSITY

The rising STAR of Texas
AGENDA

➢ Travel Updates
➢ Rental Cars
➢ Travel Advance Policy
➢ Zero-Dollar Blanket Travel
➢ Travel Forms Updates
➢ Foreign Travel Insurance Program
➢ AP Reminders
➢ Moving and Relocation Policy
➢ E-NPO
➢ RSS Feeds for AP and Travel
➢ P-Card Update
➢ Questions
Travel Updates

➢ CTP Update

➢ Texas Occupancy Tax Exemption Certificate
  ▪ [Texas Occupancy Tax Exemption Certificate](#)
  ▪ Form is now pre-filled except for Guest Section.

➢ San Antonio Airport under Construction
  ▪ [Construction and Parking Updates](#)
Travel Updates

➢ Multi-Stop Travel
  ▪ Use furthest destination for proper workflow.
  ▪ Only prepare one TR and ER.

➢ TR Notification Verbiage – ER due within 30 days.

➢ Travel Policies and Procedures
Travel Updates

➢ T-11 Form - no longer need to break out Hotel Taxes to the Incidental GL. Can include with Lodging.

➢ TRAVELTracks – if Company Paid Lodging no longer need to break out Hotel Taxes to Incidental Category.
  ▪ Uncheck Accommodations Per Diem Box.

➢ If paying lodging on a PO, don’t include amount on the trip expense report.

➢ Excess lodging must always be broken out for:
  ▪ Employees and Students.
Travel Updates

➢ Business Meals while Traveling

- Can include on Expense Report.

- Follow FSS PPS 03.01.14 Business Meals
  - Business Purpose
  - Identify Attendees

- Any employee at the meal, must adjust meal per diem for these meals.

- Would never have an all employee business meal while traveling as per diem rate is paid.
Travel Updates

➢ Additional Travel Expenses after Expense Report
➢ Select Travel GL’s added to the e-NPO process:
  ▪ TRAVELTracks only allows for one Expense Report per trip.
  ▪ Traveler finds incidental expenses not included on the Expense Report.
  ▪ Can now seek reimbursement for incidental expenses on an e-NPO.
    ❖ Mileage (typically to or from the airport).
    ❖ Parking.
    ❖ Tolls (typically toll charges received weeks after trip ends).
    ❖ Other: e.g. Baggage fees.
➢ Only allowed for incidentals.
➢ Eliminates need to do a paper T-11 for missed expenses.
Rental Cars

➢ Enterprise and Avis Rental Car Booking Procedures

- Rental Car Booking Procedures

- Updated Enterprise Procedures.

- Added AVIS Booking Procedures (not through SAP Portal).

- Do not select any insurance options – covered by state contract if using Enterprise or Avis. If can’t rent from these companies, can select:
  - Loss Damage Waiver (LDW) for damage to the vehicle and
  - Liability Insurance for damage to persons and property outside the vehicle.
  - These charges are reimbursable in this rental situation.
Rental Cars

➢ Enterprise and Avis Rental Car Booking Procedures

- **Never** purchase these options – they are non-reimbursable:
  - Personal Accident Insurance (PAI).
  - Personal Effects Protection
  - Additional Liability Insurance.

- Working to clarify other options for direct bill or reimbursement if allowed (e.g. GPS, Roadside Assistance, Fuel Option.) RSS announcement will be issued on these once determined.
Travel Advance Policy

➢ UPPS 05.06.04  Travel Advance Policy
  ▪ Must be an employee.

  ▪ Advance minimum is $500.00.

  ▪ Travel must include at least one student or

  ▪ Travel must be to a foreign country or

  ▪ Travel is for a research project that exceeds 5 calendar days.

  ❖ Approval required from the Associate VP of Reach & Federal Relations.
Travel Advance Policy

➢ UPPS 05.06.04  Travel Advance Policy
  ▪ Expense report due 30 days after trip end date. If not, then:
    ❖ Traveler is past due.

    ❖ Can’t get another advance when past due.

    ❖ Three past due advances prohibits access to future advances.

    ❖ If not in by 60 days, advance amount may be added to W-2 earnings.

    ❖ University must be IRS compliant on advances to employees.
Zero-Dollar Blanket Travel

➢ Travel Funds Commitments for Employees - $.01.
  ▪ Only for expenses related to Mileage, Parking, Tolls.
    ❖ No lodging or per diems (overnight travel).
    ❖ If overnight travel, employees must use TRAVELTracks.
  ▪ Create FC and when the Travel Office approves, FC will then be closed (funds released).
  ▪ Process reimbursements using the e-NPO process.
    ❖ Must include Travel FC # and supporting documentation.
    ❖ e-NPO encumbers funds and routes for approval.
  ▪ Eliminates the T-11 Expense Report for Reimbursement.
Travel Forms

➢ T-10 Travel Authorization – Funds Commitment
  ▪ Form must always be attached to the FC for approval.
  ▪ Additional information required for Consultant, Contractor, Guest Speaker and Visiting Guest Traveler Types.
    ❖ Is TX State handling the travel expenses?
    ❖ Will Traveler seek reimbursement for travel expenses?
    ❖ TX State Contract Number if TX State is paying expenses.
    ❖ Should help review on contracted travel expenses and FC approval.
      ❖ Faster Approval = Faster Airfare Booking.
  ▪ Include Department Contact Name and Telephone Number.

▪ T-10 Form
Travel Forms

➢ T-4 Form Release & Assumption of Risk for Foreign Travel

- Revised to include:
  - Verbiage as required by the TSUS Board of Regents.
  - Personal Travel Days.
  - Names of those traveling with the Traveler but not as part of university business (in case evacuation is required).

- **T-4 Form**

- Why is this information needed?
Foreign Travel Insurance

➢ New underwriter for TSUS – ACE.

➢ ACE Foreign Insurance Program Overview

➢ Provides additional coverage while abroad:
  ▪ Guests traveling also have coverage and service access.
  ▪ Coverage for up to 7 personal days per trip.
  ▪ Access to Medical and Hospital facilities.
  ▪ Guaranteed medical payments.
Foreign Travel Insurance

- Access to US Embassy locations and directions.
- Evacuation services when necessary.
- Evacuation for family, dependents, guests.
- Kidnapping and Extortion assistance.
- Multilingual operators when call for assistance.

➢ Travel Request approval email has additional language for Foreign Travel related to the program flyer and information that should be with the traveler at all times while abroad.
Foreign Travel Insurance

➢ Download **ACE Travel App** for Smart Phones.
➢ **ACE Travel App Overview**
➢ Country culture and customs information.
  ▪ Medical providers.
  ▪ US Embassy directions.
  ▪ Crime rate.
  ▪ Attractions.
  ▪ Tracking for evacuation.
  ▪ Alerts sent to phone if a situation/event occurs.
  ▪ View your Travel Itinerary.
Wireless Cellular Communication Services

- If Account Manager will pay for service while abroad:
  - Must follow this policy.
  - PCR for cost of service.

- If Account Manager will not pay, then it’s a personal choice to have cell phone service.

Other option is to use the ACE Travel App Website: https://www.acetravelapp.com/TA/index.html
Foreign Travel Insurance

➢ Policy or Coverage Questions:
  ▪ Contact the Office of Environmental Health, Safety & Risk Management.
    ▪ ehs@txstate.edu
    ▪ 512-245-3616

➢ Direct to EHS Staff:
  ▪ Katherine Beamer
    ❖ kb1569@txstate.edu
    ❖ 512-245-8238
AP Reminders

➢ Important that you **do not uncheck** the Goods Receipt or GR Non-Valuated GR on PO if goods are ordered.
  - “Good” is something you can touch (tangible).
  - Examples: computer, furniture, supplies.

➢ **Do uncheck** both GR boxes if not a product (good).
  - Not a “good” if you can’t touch it (non-tangible).
  - Examples are: Services, memberships, registrations, advertising, maintenance agreements.

➢ Both fields checked or both field unchecked.
AP Reminders

➢ General Ledger Accounts:
  ▪ Catering Services:
    ❖ Use 731600 (Food) not 73000 (Consumables).
    ❖ Must have Business Purpose on PO (for Chartwells too).
    ❖ Attach list of attendees if 19 or less.
    ❖ Identify attendee type (i.e. employee or external).
    ❖ If all are employees, must obtain Cabinet Office approval.
      • Can use AP-12 to summarize event and for CO approval.
        • AP Forms – select the AP-12 form.
        • Option: can attach email with CO approval.
AP Reminders

General Ledger Accounts:

- On PO, use the same GL for freight/shipping as for the item you are purchasing.
  - GL 728600 (Freight and Delivery) is only used when paying freight companies such as FedEx or UPS (i.e. they are the vendor).

- Bartending or Cork Fee charges:
  - If Alcohol served, then use GL 790101 (Alcohol)
    - Correct funding source must be used per UPPS 03.01.18.
  - If no alcohol, include with food catering charges GL 731600 (Food).

- Promotional Items GL# 730900 (New).
AP Reminders

➢ General Ledger Accounts:
  ▪ Links to General Ledger Account lists:
    ❖ AP Commonly Used GL Accounts
    ❖ AP Special Purpose GL Accounts
    ❖ Grant Commonly Used GL Accounts
    ❖ Comptroller Manual of Accounts
      • Use the “Search” section on the Right.
      • Enter expense word in “Search terms” box.
      • Select “Expenditures”.
      • Click on “Search”.
      • GL number and description will display.
AP Reminders

➢ Please read AP emails:
   ▪ Request for action content has changed.

➢ Vendor PO Information:
   ▪ Provide the PO# to the vendor and remind them to include on the invoice.
   
   ▪ Provide correct AP address for invoice submission:
     ❖ payables@txstate.edu (preferred option)
     ❖ PO Box 747, San Marcos, TX 78667-0747

   ▪ AP will be notifying vendors who do not comply with these.
     ❖ Disputed Invoice Process until revised invoice received.
AP Reminders

➢ Vendor Invoice: Payments on a PO:
  ▪ If received in your dept., indicate date received on the invoice.
  ▪ Don’t need to send a copy of the PO to AP.
    ❖ PO number on the invoice used as reference to the PO info.
  ▪ On service invoices, indicate the date service was completed.
    ❖ Needed for compliance with Prompt Pay Act.
AP Reminders

➢ Vendor Invoice: Payments on a PO:
  ▪ Multi-line PO’s – identify on the invoice which amounts are to be applied to which line.
    ❖ Total of the PO line amounts must equal total on the invoice.
    ❖ Amount applied to the line can’t exceed available amount.
  ▪ On Framework Limit PO, advise AP when to close the line.
AP Invoice Approval

➢ On an approved PO for a “good” invoice approval:
  - Goods Receipt is required before payment can be made.
  - If received in your department, complete the GR request and send to Materials Management.
  - If received by Materials Management, they will initiate the GR.
  - Once GR is completed on SAP, invoice is paid.
  - Nothing different about this process.
AP Invoice Approval

➢ On an approved PO for a “non-good” (intangible):
   ▪ Invoice approval can be streamlined.
   ▪ A member of the department staff can approve the invoice.
     ❖ AM approval is not needed since AM approved the PO. AM should be made aware of this and OK.
     ❖ Department staff approves and the invoice can be paid. Certifying the validity of the expense.
     ❖ Email approval to AP staff who requested approval.
       • Don’t need to chase AM for approval.
     ❖ Don’t ignore the AP email: if invoice can’t be paid let AP know why. If disputed, comply with requirements.
       • How to Dispute an Invoice
Moving and Relocation Expenses

FSS PPS 03.05.04 has been revised.

- Moving and Relocation Expenses
- Covers maximum dollar limits.
- Employee must be Director level or above.
- Move must be at least 100 miles to designated headquarters.
Moving and Relocation Expenses

- FSS PPS 03.05.04

  - AP-16 Form required:
    - Signed by Cabinet Officer and VPFSS before offer is made.
    - Must be attached to any payment request:
      - Payment to third party.
      - Employee reimbursement.

  - Any exceptions to policy must be approved by the Cabinet Officer.

- AP-16 Form
Certain Travel expenses allowed.

AP-2 Grant Participant Payments

- Payment to a single participant, can now use Grant GL’s on e-NPO.
- Attach AP-2 form for documentation when it routes for approval.
- [AP-2 e-NPO Form](#)

700001 vendor cannot be used for services or goods.
AP and Travel RSS Feed

- Drawing for AP RSS Feed Participation.

- Drawing for Travel RSS Feed Participation.
AP and Travel RSS Feed

➢ Stay informed on changes through RSS Feeds

➢ Instructions for setting up an RSS feed for AP Office Announcements can be found on the AP Resources webpage.

How to Add RSS Feed for AP

➢ Instructions for setting up an RSS feed for Travel Office Announcements can be found on the Travel Procedures webpage.

How to Add RSS Feed for Travel
P-CARD MANUAL UPDATES
P-Card Manual
Rev 10/2015
P-Card Policies

The P-Card is for official University business purposes only and all p-card purchases must have a business purpose and support the mission of the University.
Cardholder Responsibilities

Cardholders must ensure that the most recent approved transaction log template is adequately prepared and maintained. The form can be found at http://www.txstate.edu/gao/procurements/forms.html.

- Cardholders must make sure purchases made on the p-card are listed on the transaction log and are verified by the 15th of each month to avoid a disputed transaction being disallowed by the P-card Provider.

- Cardholders must verify that a potential vendor is not on “Vendor Hold” with the State of Texas for all purchases over $500, before the purchase is made, excluding emergency purchases. Website for verification is https://cpafmprd.cpa.state.tx.us/tpis/search.html.
Account Manager Responsibilities

❖ Account Managers are responsible for the approving and signing the P-Card transaction logs to ensure completion of the log and verification of transactions.

❖ The Account Manager, if a Cardholder, cannot sign P-Card reconciliations as approver. An additional person may be delegated by the Account Manager’s supervisor to approve P-Card reconciliations for the Account Manager.
P-Card Purchasing

- **Restricted items** can be purchased on the P-Card, ONLY when approved by the Office of Procurement & Strategic Sourcing
  - Must [obtain approval 48 hours PRIOR to purchasing](#)

- **Technology related items** (not considered Prohibited or Controlled but not capitalized) MUST go through ITAC.
  - If ITAC is unable to obtain the item, they will give approval to purchase via a P-Card.
  - A waiver must be prepared, signed by an ITAC Representative and forwarded to the Office Procurement & Strategic Sourcing
  - Waiver must be [submitted 48 hours PRIOR to making the purchase](#)
Alcohol Purchases
(Refer to UPPS 03.01.18 – Purchase of Alcohol)

- Alcohol CANNOT be purchased using a P-Card

- Allowable Food Purchases
  - 1. UPPS 03.01.03 Purchase of Alcohol, Awards, Flowers, Food or Refreshments.
  - 2. FSS/PPS 03.01.14 Business Meals
New Staff Member
Procurement Analyst

Stacy Orona
so@txstate.edu

P-Card Administrator

Judi Nicholson, Assistant Director
jn11@txstate.edu

512-245-2521
Questions and Answers