

Oregon Tech Travel & Accounts Payable Overview

Find current travel rates sheet, travel forms, and more information at <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>.

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.

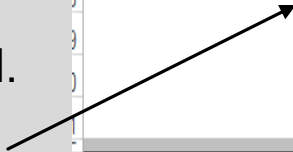
Exceptions may only be granted by the Director of Business Affairs, Michelle Rich, CPA, must be requested prior to travel, and attached to Travel Reimbursement Request.

											
<h2>Travel Authorization Request</h2>											
NAME: _____						EMPLOYEE Title/Dept: _____		MAILSTOP: _____			
TRAVELER'S OIT ID: _____						PREPARER: _____		PHONE _____		DATE _____	
Departure DATE	Departure TIME	Arrival TIME	ITINERARY	PRIVATE AUTOMOBILE *ONLY USE FOR SHORT TRIPS 100 MILES ONE WAY*		MEALS				LODGING	TOTAL
				# OF MILES	\$ AMOUNT	BREAK	LUNCH	DINNER	PerDiem		
					\$ -						\$ -
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					\$ -						\$ -
This area for travel audit use only				0	\$ -					SUB-TOTAL	\$ -
DATE	OTHER EXPENSES - (OIT Private Vehicle Use Rate, taxis, registration fees, telephone calls, lodging taxes, etc.)										
											-
											-
											-
											-
											-
											4
											-

Travel Authorization Cont..

Please make sure to give detailed purpose of travel. Note any exceptions made or any additional information.

Who, What, When, Where, & Why



PURPOSE OF TRAVEL- including notations for processing and splitting of index code expenses: TOTAL \$ -

REQ. NO.	INDEX	ACCT	ACTV	ACTUAL AMOUNT ENCUMBERED	ENC. NO	PO NO.	PAYMENT AMOUNT

TOTAL \$ -

CLAIMANT'S SIGNATURE _____ DATE _____ DEPT HEAD/ SUPERVISOR SIGNATURE _____ DATE _____
I certify that this claim is true and correct; that no part thereof has been heretofore claimed or will be claimed from any other source.

BUDGET AUTHORITY SIGNATURE _____ DATE _____ VP/ DEAN SIGNATURE _____ DATE _____ BANNER APPROVAL _____



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

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.

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.

Travel Reimbursement Request

NAME		EMPLOYEE Title Dept		MAIL STOP	
TRAVELER'S OIT ID		PREPARED		DATE	

Departure DATE	Departure TIME	Return TIME	ITINERARY	PRIVATE AUTOMOBILE ONLY USE FOR SHORT TRIPS 100 MILES OR LESS		MEALS				LODGING	TOTAL	
				# OF MILES	AMOUNT	BREAK	LUNCH	DINNER	Per Diem			
This area for travel audit use only				0	0.00	SUB-TOTAL				\$	-	-
DATE	OTHER EXPENSES - (OIT Private Vehicle Use Rate, taxis, registration fees, telephone calls, lodging taxes, etc.)											
PURPOSE OF TRAVEL - including notations for processing and splitting of index code expenses:											TOTAL \$	-
TOTAL \$											-	
REQ. NO.	INDEX	ACCT	ACTV	ACTUAL AMOUNT ENCUMBERED	ENC. NO.	PO NO.	PAYMENT AMOUNT					
TOTAL \$							-					
CLAIMANT SIGNATURE	DATE	DEPT HEAD SUPERVISOR SIGNATURE	DATE									
I certify that this claim is true and correct that no part thereof has been previously claimed or will be claimed from any other source.												
BUDGET AUTHORITY SIGNATURE	DATE	TRIP BEGIN SIGNATURE	DATE									
			BANNER APPROVAL									

Please use this form as a tool for travel rates

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

OREGON INSTITUTE OF TECHNOLOGY TRAVEL REIMBURSEMENT RATES

As of January 1, 2015

INSTATE MAX. PER-DIEM (All Oregon cities)

Meals & Incidental Expenses	\$52.00	(includes gratuities & fees for waiters, baggage handlers, etc.)
Breakfast (25%)	\$13.00	
Lunch (25%)	\$13.00	
Dinner (50%)	\$26.00	
Lodging (Tax not included)	\$120.00	

OUT OF STATE MAX. PER-DIEM

	<u>Low</u>	<u>High</u>
Meals & Incidental Expenses	\$52.00	\$65.00
Breakfast (25%)	\$13.00	\$16.25
Lunch (25%)	\$13.00	\$16.25
Dinner (50%)	\$26.00	\$32.50
Lodging (Tax not included)	\$120.00	\$194.00

Incidental expenses include gratuities & fees for waiters, 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

Look up by year and month travel takes place on the Federal Specific Locality Tables located at the Federal website: http://aoprals.state.gov/web920/per_diem.asp or for Alaska, Hawaii & US

Possessions: <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

MEALS ON 1 DAY TRIPS (No overnight stay)

Federal Regulations state: *All meals claimed on a 1 Day trip are taxable. (Charge to 28502)*

Breakfast eligibility requires travel begins *PRIOR* to 7 am.

Lunch is *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.
- ~ Directed or required to attend mealtime business or public relation meetings.
- ~ Student group and/or athletic 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/Dinner 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.)



Business Affairs Office

Approval Form for Hosting Groups/Guests

THIS APPROVED FORM MUST ACCOMPANY PAYMENT DOCUMENTATION

I, _____ request approval to serve food at the following:

Name of Event _____

Purpose _____
(Attach agenda if necessary)

Date & Times of Event _____ Location _____

Index to be charged _____ Approx. # of Attendees _____ Est. Total Cost _____

Contact Person Name & Phone _____

Purchase of alcoholic beverages is never allowed.

The purchase of meals or refreshments from institutional funds is allowed only under the following guidelines:

MARK THE APPROPRIATE AREA BELOW:

- Hosting Non-Employee Groups and Guests** **FPM 56.100.200 (A)**
Event includes expenditures for luncheons, meals, snacks, and/or beverages for hosting non-employee groups/guests. An employee may, in the course of employment serve as host. In these cases, reimbursement for the full amount of reasonable expenditures may be authorized.
- Meals Served at Meetings** **FPM 56.100.200 (C)**
The event is a required meeting and has a formal written agenda with a duration requiring meal(s) to be served to maintain continuity of the meeting. The meal is included as part of the meeting's formal agenda.
- Refreshments Served at Meetings** **FPM 56.100.200 (B)**
Event is a planned meeting with a specific purpose and agenda. For purposes of this section, a meeting is defined as an assembly of persons to discuss business, relate information, instruct employees, or conduct similar business. Serving beverages **ONLY** does not require the completion of this form. The meeting must last at least two hours.

Signature Agreement Statement

- BY MY SIGNATURE I CERTIFY THAT THIS EVENT MEETS THE OIT PURCHASING POLICY GUIDELINES.
- I APPROVE THE SERVICE OF MEALS OR REFRESHMENTS.
- I UNDERSTAND I MAY BE HELD PERSONALLY LIABLE FOR REPAYMENT OF FUNDS.

Department Head(please print name)

Department Head Signature

Date

Signature of Authorized Institutional Executive

Date

EFFECTIVE: January 16, 2014

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

Oregon TECH

PERSONAL REIMBURSEMENT REQUEST

BANNER INV NO: _____
(Format to use with invoice date inserted: REIMB. MM/DD/YY)

All information is REQUIRED and MUST be filled out COMPLETELY. Any missing information will result in a delay of reimbursement.

OIT EMPLOYEE STUDENT OTHER _____ Preparer _____

Name	OIT ID#	Department
Address (list the physical address where the check is to be mailed to, listing "mail to home" is unacceptable)		
City, State, Zip	Direct Deposit (vendor needs to complete an ACH form unless vendor is already set up with payroll direct deposit)	

Description of Expenditures

Date	Vendor Name, City, and State	Item Purchased	Amount
Total to be Reimbursed			\$

BUSINESS PURPOSE REQUIRED:

I certify to the best of my knowledge that the above expenditures are true and correct, were paid directly by me, and that they have not been reimbursed by any other source. I understand that I will be responsible for repaying OIT in the event that any of these expenditures are double reimbursed or paid by another party or if this reimbursement amount is improper or inaccurate.

I certify that the expense itemized above is necessary and in accordance with the budget allowance of the department.

Claimant's Signature	Date
Department Approval	Date
Print Name & Title - REQUIRED	

INDEX	ACCOUNT	ACTIVITY	AMOUNT

INSTRUCTIONS

1. Attach ORIGINAL receipt for each expenditure listed. Charge slips to personal charge accounts ARE NOT ACCEPTABLE.
2. The reimbursement request must be signed by the Claimant and their OIT I.D. numbers must be listed in the appropriate sections.
3. Submit to Accounts Payable.

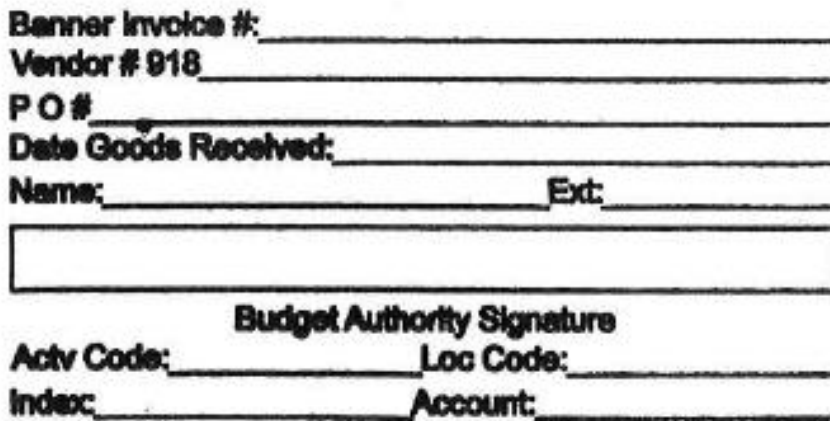
APPROVAL OF THE ATTACHED INVOICE(S) CONSTITUTES CERTIFICATION THAT SERVICES HAVE BEEN RENDERED OR GOODS RECEIVED IN SATISFACTORY CONDITION AND THAT THE INVOICES ARE MATHEMATICALLY CORRECT.

VP/PROVOST APPROVAL **BUSINESS OFFICE APPROVAL**

- 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.

Invoice Processing

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)



Banner Invoice #: _____
Vendor # 918 _____
P O # _____
Date Goods Received: _____
Name: _____ Ext: _____

Budget Authority Signature
Actv Code: _____ Loc Code: _____
Index: _____ Account: _____

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

Type: Code:

Text

Chemeketa Community College - Health Sciences
November 2014
Building Rent: \$14,396.79
Utilities: \$1,017.36
Custodial: \$2,441.66
Total: \$17,855.81
Contract: OIT L-2011-03
CCC Contract #: 10068600
P Arteaga 5-1813

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

Type: **Code:**

Text

Dell laptop for Business Office/Sn 102
Administrative use- Michelle Rich
Model # xxxxx
Serial # xxxxx-xxxx-xxxx
Total: \$822.41
Klamath Falls Campus
P Arteaga 5-1813

Doc Text for Hosted Event Invoices

Type:

INV

Code:

I0227002

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.

Text

What: GERTF Breakfast

(General Education Review Task Force)

When: September 17, 8 a.m.

Where: Mt. Mazama/Scott (CU) Klamath Falls Campus

Who: All faculty

Why: Presentation by GERTF members of work

completed during 2013-14 re gen ed

Total: \$377.11

C Meyers 5-1180

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

Department

Index

Procurement Card Number - last 4 digits

Card Custodian

Expiration Date

Date		User's Signature	Description	Amount	On Stmt Dated
Out	Ret'd	Vendor Name			

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

US Bank Visa Statement

Statement Date: _____

	Date	Vendor	Amount	Index	Account	Location	Purpose/Purchase Description
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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22							
23							
24							
25							
26							
27							
28							
29							
30							

TOTAL 50.00 *This amount must equal the US Bank statement amount.*

Card Name: _____ Card Custodian: _____ (SIGNATURE, remove before printing)

Designated Reconciler: _____ (SIGNATURE, remove before printing)

Card Budget Authority: _____ (SIGNATURE, remove before printing)

Other Index Budget Authority

(INDEX/NAME, remove before printing) (SIGNATURE, remove before printing)

(INDEX/NAME, remove before printing) (SIGNATURE, remove before printing)

(INDEX/NAME, remove before printing) (SIGNATURE, remove before printing)

(INDEX/NAME, remove before printing) (SIGNATURE, remove before printing)

(INDEX/NAME, remove before printing) (SIGNATURE, remove before printing)

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>

Procurement Cards

-  Oregon Tech Procurement Card Agreement
-  Procurement Card Policy
-  Procurement Card Training and Test

BAO Contact Sheet

NAME	TITLE	FUNCTIONS	OFFICE	PHONE
Michelle Rich (Meyer), CPA	Director BAO	<ul style="list-style-type: none"> Director 	SN102	5-1628
Paige Arteaga	Admin Program Assistant	<ul style="list-style-type: none"> Assistant to Director P-card administrator 	SN102a	5-1813
Denise Reid	Assistant Director BAO	<ul style="list-style-type: none"> General Accounting Oversight Month End Close 	SN101	5-1227
Cindy Childers	A/R Manager	<ul style="list-style-type: none"> Student Account Adjustments Fee Table Maintenance Fee Assessment 	SN115	5-1217
Karissa Guthrie	Financial Aid Accountant	<ul style="list-style-type: none"> Financial Aid Refunds Reconcile/Balance FA Accounts Scholarship Processing Institutional Loans Perkins & Institutional Loan Exit Interviews Graduation Holds Approve Encumbrances (Travel Reservations) 	SN115	5-1240
Faletha Fowler	A/R Accountant	<ul style="list-style-type: none"> Emergency Loans Student and 3rd Party Billing Wire Entries Payment Plan Arrangements Registration Agreements Revenue Agent 	Cashier's Office	5-1203
Keli Patterson-Stelley	Cashier	<ul style="list-style-type: none"> Student Account Interpretation Payment/Refund Processing Distribute Parking Permits 	Cashier's Office	5-1202
Karen Blevins	Payroll Supervisor	<ul style="list-style-type: none"> Faculty/Staff Payroll 	SN106	5-1210
Rachel Winters	Payroll Assistant	<ul style="list-style-type: none"> Student Payroll Vendor Relations 	SN106	5-1211
Jeremy Martin	Accounts Payable	<ul style="list-style-type: none"> Approve Invoices/Personal Reimbursements Procurement & Group Card Accounting 	SN114	5-1226
Shonia Hinton	Accounts Payable	<ul style="list-style-type: none"> Approve Invoices/Personal Reimbursements Approve Travel PO's Check Vendor Statements Auxiliary Issues Enterprise Funds 	SN114	5-0567
MaryLou Nicholson	Auxiliary Accountant	<ul style="list-style-type: none"> Auxiliary Accounting & Billing Capital Asset Management Post Printing, Copying & Postage Charges 	SN204	5-1671