



Keeping Up With Accounts Payable

Fiscal Year End Downtime

The Office of State Finance (OSF) fiscal year-end voucher processing cutoff date/time is Friday, June 27th, at 1:00PM. Vouchers processed by the Accounts Payable Section after OSF's cutoff through June 30th will be transmitted to OSF for payment on Tuesday morning, July 1st, with warrants scheduled to print on Thursday, July 3rd. Emergency payment requests during OSF's short downtime will be reviewed on a case by case basis for on-demand payment processing. Please keep the following information in mind when entering vouchers into PeopleSoft after June 30th to be paid against FY2008 budgets:

The accounting date for all vouchers must be dated within the fiscal year processed. The budget date for each distribution line on a voucher will normally be dated the same as the accounting date unless payment is being made on an invoice pertaining to a prior budget year. If this is the case, the budget date must be changed to June 30th of the previous year to decrement the prior year budget appropriately. These rules are applicable only to the following funds: EDWCH, STATE, SPNSR, MISCD, HSPRM, RSOKC and FEDLN. All other funds should be paid against the current budget year.

Questions concerning year-end voucher processing can be directed to the Accounts Payable Section at ext. 1-2410.

Cell Phone Reimbursements

Reimbursement can be claimed for the business use of a cell phone that results in additional costs being incurred beyond the monthly plan rate charge. Occasionally, the business call itself does not directly result in costs being incurred since the monthly plan minutes have not been exceeded at the time of the call. However, if additional costs are incurred later in the month for personal use of the phone due to the plan minutes being exceeded, the additional costs can be reimbursed to the extent they are direct result of the business use of the phone earlier in the month.

If there are not any charges incurred beyond the monthly plan rate charge, then no reimbursement can be made.

If an employee has an Enterprise Data System plan on their personal cell phone in order to access business email accounts, then the cost of the EDS plan can be reimbursed.

If you have any questions or need additional information in regards to this policy, please contact Brandi Green, Assistant AP Manager.

Volume 1, Issue 5, June 2008



February AP Spotlight Employee

Kathy Sherry has been with Accounts payable for five years. Kathy's favorite television show Grey's Anatomy and she likes to listen to all kinds of music. Her favorite season is spring. She enjoys the challenges of accounting. She is most passionate about her faith and her family. Her dream car is a BMW sports car. When she retires, she would like to stay in Oklahoma. Thanks for all your hard work Kathy!



April AP Spotlight Employee

Ron Nealis is the Accounts Payable Specialist in the Vendor's Office. He has been a part of AP for over a year. He enjoys spending his weekend with his daughters or on the lake. His favorite TV shows are the Sportscenter and CSI. He listens to everything but country. His passion is being the best father he can possibly be. His dream car is a BMW and he would like to retire near a golf course where it is warm year round. Thanks for all your hard work Ron!



Keeping Up With Accounts Payable

Payment Program Codes

Program codes 00011, 00016, and 00024 should not be used when making voucher payments. These codes are roll-up programs used for budgeting purposes. Instead of 00011 use 00111-Instruction, 00211-Departmental Administration Instruction, or 00311-Departmental Research Instruction; 00016, use 00116-Institutional Support or 00216-Sponsored Programs Administration; 00024, use 00124-Clinical Operations or 00224-Departmental Business Administration (Non-Faculty).

Voucher/Claim Requests

The Accounts Payable website has a Voucher/Claim Request Form for requesting copies of lost paperwork. This form contains the data we need when pulling a paperwork for a department. Please note, the request for copies from AP should be after you have exhausted your internal sources. Such as, if you have satellite locations that prepares the paperwork and submits it for payment, then please check with them before requesting copies from Accounts Payable. Thanks for your assistance.

Lodging Direct Payments

Please note, when paying for lodging costs directly to the vendor, sales tax must be removed. If the lodging is within the State of Oklahoma, the occupancy/room tax also needs to be removed.

Also, if there are any other charges on the hotel bill (allowed for non-employees only), i.e. food, parking, etc, then also remove any sales taxes on those items. If there is food, obtain the sales tickets which indicate the tax amount removing it accordingly.

Common GL Codes

Code Descriptions Containing S/U

These codes are used for Service Unit charges where the University is providing the service and billing the departments. These codes are used for identifying internal activity for elimination in compiling Financial Reporting information.

Advertising

821549—for services in conjunction with designing an advertisement, this code is not for placing an ad.

830100—for placing a recruitment ad in newspaper, magazine, etc.

830200- for placing any other ad in newspaper, magazine, etc.

Office Supply vs. Printing

~~602400—Supplies used in copying or printing, such as copy paper.~~

~~602200—Supplies that are expendable to include preprinted (stock) forms, etc. See correction October 2008 Newsletter~~

831000—Printing and binding of reports, documents, books, etc.

821561—Photocopying, duplicating or blueprinting at a copy center



May AP Spotlight Employee

Debbie Walls has been with OUHSC for 12 years. She likes to spend her weekends working in her yard and enjoys watching the television show Dancing with the Stars. She listens to classic rock music. The season she most enjoys is Spring and early Summer. She would like to retire in Oklahoma with her family. Her dream car is a 1965 Mustang. Thanks for all your hard work Debbie!



June AP Spotlight Employee

If you have called the travel area in the past couple of years you have probably spoken with Kim Easter. Kim likes to spend his weekends working around the house, reading, and visiting with family and friends. His favorite TV show is Grey's Anatomy. His favorite season is fall because of the colors and cooler weather. He most enjoys the customer service aspect of his job because he enjoys helping people resolve problems. He is most passionate about history and learning. He said the things that make him unique are his love and interest for people and (most of all) his smile! Thanks for your hard work Kim!



Keeping Up With Accounts Payable

NEW! International Information Form (IIF)

Accounts Payable (AP) has created a new International Information Form (IIF). This form replaces the existing FNIF form for AP payments. Please continue to use the FNIF for your Payroll related items, but due to the differences in visa and other policies, it was necessary to create an AP specific foreign data collection form. Therefore, on all future payments through AP payable to a foreign national, please have the individual complete the IIF in lieu of the FNIF. This would apply to any honorarium/speaker fee visitor, scholarship payments, etc. The IIF also specifies the additional documentation that is required depending on the individual's visa status.

If you have any questions in regards to this form and/or it's use, please contact Dianna Rustin, AP Supervisor.

NEW! Student Payment Guidelines

In the most recent Business Manager's meeting, it was announced that we have new instructions on submission of student payments with regards to traveling. In order to consider travel as a business expense (i.e., non-reportable), IRS regulations require an individual be working for a department and the travel incurred is one where the travel serves as a business purpose for that employing department. If the individual is a student (does not have a working relationship) then the purpose is not business, but education related, which would be defined by the IRS as a non-qualified scholarship. In order to properly document the treatment of the payment (business vs. education) we are requesting that the payments be submitted in a different manner.

The purpose of the Travel Form 19 is to be used for reimbursement of business related travel expenses. Therefore, if the travel is not business related (i.e. is student education related), then the request for payment should be submitted on a Form 3 in lieu of a Form 19. In addition, the payment should be coded as a scholarship, not a travel expense.

Please note, the IRS considers non-qualified scholarships to be reportable income to the recipients. For US Citizens and Resident Aliens, the University is not required to report this payment to the IRS, even though the IRS considers it reportable income. For Foreign Nationals, these payments are subject to tax withholding (unless a treaty exemption applies) and reported. Withholding on non-qualified scholarships is at a rate of 22% (14% federal and 8% state).

A new guide has been posted to the Accounts Payable website under *Policies & Procedures, Student Payment Guidelines* to assist you. The link to the guide is http://www.ouhsc.edu/financialservices/Downloads/AP/Grad_Stu_Pay_Guidelines.pdf.

Please communicate this information to your students who travel and submit future payments accordingly. If you have any questions in regards to this process, please contact Sarah Washam, AP Manager.

Website Updates

Policies Added:

⇒ Student Payment Guidelines

Forms Added:

⇒ Travel Record of Lost Receipts

⇒ Warrant Cancel/Stop Pay/Reissue Request Form

Forms Updated:

⇒ Individual Vendor Form

⇒ Foreign Vendor Form

⇒ Travel Form 19

⇒ Travel Reimbursement Checklist

⇒ Travel Pre-Approval Form

AP Links Added:

⇒ Sales Tax Rates—Oklahoma



Keeping Up With Accounts Payable

Cost Comparisons Flying vs. Driving

The preferred method of out-of-state travel is by coach class airfare in the most direct route possible using one of the University contracted travel agencies. If a traveler chooses a higher fare, an indirect route, or transportation by vehicle, the individual must bear the extra expense.

In any of these cases, a comparison airfare quote for the same dates of travel from a University Contracted Travel Agent should be obtained at the time the travel arrangements are made.

For reimbursement purposes the comparison of driving vs. flying expenses should include the following and be paid at the lesser of the two:

Mileage Costs Incurred

- * Miles Driven
- * Parking at hotel, tolls, etc, (as it would not have been necessary if they flew)

[vs.]

Airfare Comparison

- * Airfare quote
- * OKC or Tulsa airport parking (using the rates documented at the airport website)
- * Miles to/from OKC or Tulsa airport
- * Shuttle/taxi (if documented rates) to/from hotel in destination city, if not documented rates, then mileage rate of actual miles

Expanded Travel Training

In the past, AP Travel Training has been based only on the preparation of the Travel Form 19, due to time constraints. Starting July, the training session will be expanded to be a full day training session where the morning is an overview of the University and State travel policies touching all of the important day to day topics. Then, attendees will have an hour lunch break and return and work in teams preparing a travel claim in the way they would do in the office. This means, we will provide the basic documentation as would likely be provided by a traveler and the attendee will put the pieces together and prepare the claim.

This re-design is to better prepare attendees for what really happens in the work area and how they can figure out the questions they need to ask and use the resources available to complete the travel reimbursement voucher.

!! Updated Travel Forms !!

Form 19

The Form 19 has been updated to add the chartfield spread on the form. In the past, you have had the choice of either completing a transmittal form or entering a voucher in PeopleSoft in order to charge the correct department chartfield spread. Now, we have added a place on the Form 19 for you to enter one chartfield spread thereby eliminating the need for the extra paper. If your department chooses to enter the voucher in PeopleSoft, you can continue to do so, but if you are using a transmittal form and charging one chartfield, you can eliminate the transmittal form and enter your chartfield directly on the Form 19. If you enter the chartfield on the Form 19, you will not be required to send a transmittal or voucher register with the claim.

Reimbursement Checklist Form

The Travel Reimbursement Checklist form has been thoroughly updated. It has been expanded to be more inclusive of all aspects of travel, as well as, each section now has a "Documentation Requirements" list to clearly specify what supporting documentation you should send with the travel claim.

Pre-Travel Authorization

The previous Pre/Post Travel Approval form has been reformatted to a Pre-Travel Approval form. This is due to the outdated post-travel section on the form. The signatures on the Form 19 now serve as a post-travel approval. The pre-travel is still required for out-of-state travel and is reviewed upon audit by Internal Auditing. This form is not required to be sent with travel reimbursements to Accounts Payable, but should be retained in the department.



Keeping Up With Accounts Payable

Designated Lodging

Did you know, State policy allows only reimbursement of the GSA lodging rate unless a designation of lodging is made by the sponsor of the event and the designation is documented as such with a single room rate? If the sponsor of an event does not "designate" a facility for lodging at a single room rate, the claimant can only claim the GSA rate for that location. Also, the policy specifically states that a "suggested or recommended hotel" is not sufficient for designation.

So, what if the conference/sponsor does not specifically designate a hotel? You can search on the GSA website for a list of hotels that honor the GSA rate.

What if the University is the sponsor of the event, (e.g., seminars, retreats, forums, etc.) and the rate is above GSA rates? You should complete the Agency Sponsored Designated Lodging form and submit the form to Financial Services for an approval of the designation before the travel occurs. There must be sufficient documentation to support the request of designation, for reasons supplied on the form, which include blocking of rooms and/or discounted rate to the University. Blocking of rooms means you have negotiated a number of rooms typically at a discounted room rate to be available to your meeting guests. A discount would have to be documented by showing the regular rate and the reduced rate you are receiving.

Once the form is approved, it will be returned to the department for submission with any payment/reimbursement requests submitted to AP.

Lost Receipt Form

The Travel Record of Lost Receipt Form was recently added to the AP website. This form is used to report travel expenses, in the amount of \$25.00 or more per incident, where the traveler has lost the receipt documenting the expense. The form should be used as a last resort option on travel claims. If the copy can be obtained by other means, such as contacting the vendor, then that should be done in lieu of submitting the Lost Receipt form.

This form cannot be used for lodging receipts. Lodging receipts are required from the lodging facility.

Higher Cost Option - Designated Lodging

Sometimes conferences give multiple options for different levels of rooms available, but all at single room rates. For instance you have an option between a hotel room or a suite. Per the Office of State Finance (OSF), even though these are single room rates, it is not appropriate to expend funds for a higher cost room, if a lower room is available. Unless justified for business purposes, it would be considered a personal preference, therefore the extra cost is a personal expense.

For future travel claims submitted in these instances, please attach documentation from the sponsor or hotel that the lower room rates were unavailable or a business justification for the need of the higher rate room.

Baggage Fees Charged by Airlines

Due to some airlines implementing baggage fees, the state has established the following travel reimbursement procedures effective immediately.

If there is a charge for the first bag, it would be covered reimbursement under 'Itemized Miscellaneous Costs' for out-of-state trips. A receipt for such charge is required for reimbursement.

NOTE: We know of one airline, American Airlines, which has announced that travelers are exempt from paying the first bag fee if traveling on Government Fares. However, we are not aware if the state contract airfares between the Department of Central Services and the travel agencies are identified as government fares under the American policy. We recommend travelers identify themselves as traveling on official state business in hopes that the airline will allow the exception on the first bag.

For any additional baggage charges it will depend on whether or not the traveler can properly justify and document the business need for the additional bag(s), i.e., extended stay requiring additional clothing, business materials being carried, etc. If so, reimbursement would be deemed appropriate. A receipt for such charge is required for reimbursement. If not justified as a business expense, it would not be acceptable for reimbursement.