Keeping Up With Accounts Payable

New Form 19 Examples
Check out the Form 19 examples posted on the AP Forms page to assist you with how Form 19s should look when submitted to AP. There is an example for in-state, out-of-state, and an adjustment form. Also, please always use the current updated Form 19 (which is posted on the AP website) for reimbursement requests.

New If/Then Tool
There is a new tool posted on the AP Tools website located at http://www.ouhsc.edu/financialservices/AP/AP_Tools.asp. It is called Travel Documentation - If/Then. It is a list of items that state if you are claiming this, you will need to attach this. If/Then was created to help assist you on what documentation needs to be attached to the Form 19 upon submission.

Mileage Rate Change
The mileage rate decreased to 50 cents a mile for all business miles driven between January 1, 2010 and December 31, 2010. This is a decrease of 5 cents from the 55 cent rate effective January of 2009. In summation the rates to be used are as follows:

For travel that occurred January 2009 through December 2009 a rate of 55 cents a mile should be used; and beginning January 2010 through December 2010 a rate of 50 cents a mile.

Please note the rate for moving expense reimbursement has also changed. Beginning January 1, 2010 it is 16.5 cents per mile. This is a decrease from January through December 2009 rate of 24 cents.

Business Meals While in Travel Status
Please note we have been receiving numerous claims where one person has paid for a meal for multiple employees while in travel status. The state has indicated that employees in travel status should not be receiving reimbursement for a meal more than the allotted per diem amount for that meal. Therefore, meals for employee meetings while in travel status are not allowed. The only exception to that would be if the employee in travel status is having a business meal with a non-employee that is necessary and the employee pays for that meal. In that case, it would be reimbursable to the employee in full and 1 meal would be deducted from the per diem on the travel claim of each employee attending that meal. The meal would still have to fall within the food/beverage policy guidelines. This would be an exception to the general rule.

Website Updates
Tools—NEW!!!:
⇒ OKC Airport Parking—Jul 2009
⇒ Tulsa Airport Parking—Jul 2009
⇒ Fedrooms.com—Jul 2009
⇒ PikePass—Jul 2009
⇒ Registration Prepayment Certification—Oct 2009
⇒ Traveler Training—Aug 2009
⇒ Travel-If/Then—Sep 2009/Jan 2010

Forms:
⇒ Travel-In Case of an Accident Pamphlet—Sep 2009
⇒ Travel Checklist Form—Jan 2010

Training Manuals:
⇒ Travel—Jan 2010
⇒ Traveler Training—Aug 2009—NEW!

PikePass Rates
Effective August 4, 2009 pikepass tolls went up. The previous and new rates can be found at http://www.pikepass.com/pdf/OTA%20Toll%20Rate%20changes%2008042009.pdf.

Registration Prepayment Certification
AP has created a new certification to help you verify allowable registration prepayments according to the state policy. This is not a required form, just an optional tool to help you. It is called Registration Prepayment Certification and is located on AP Tools website.
Risk Management In-Case-of-an-Accident Pamphlet

If you drive a personal or rented vehicle for University business within the state of Oklahoma, please see the Risk Management website located at http://risk.ouhsc.edu/General.htm and locate the “IN CASE OF AN ACCIDENT” pamphlet. This pamphlet should be kept in the glove box of the vehicle. In addition to this pamphlet you will need a certificate of insurance document. Due to security reasons, this certificate is not posted on the web. To obtain a copy you can email Sarah Washam. Any operator of a state or university owned or leased vehicle that is involved in an accident involving the vehicle or property of another, must report the accident immediately (or as soon as possible).

If Involved in an Accident ON Campus

* Call the Campus Police and Public Safety Department (271-4911). An officer will be dispatched to the scene of the accident and will make an appropriate report. The Risk Management Coordinator may also respond to the scene.
* If able to do so, the driver should complete the form “IN CASE OF AN ACCIDENT” which is carried in the glove compartment, or other location in the vehicle.

If Involved in an Accident OFF Campus

* Contact the local police agency that has jurisdiction where the accident occurred.
* Remain at the scene of the accident (if uninjured), until all reports are completed.
* Ask the police officer making the report for the case number. Write it down.
* If able to do so, the driver should complete the form “IN CASE OF AN ACCIDENT” which is carried in the glove compartment, or other location in the vehicle.
* The driver should contact the University Risk Management Coordinator not later than the next working day, by calling (405) 271-3287.

In Case of Vehicular Injury or Death To Another Party Off Campus

* Contact the State Risk Management Division immediately. The telephone number is listed on the “IN CASE OF AN ACCIDENT” Form. (405) 521-4999
* Contact the University Risk Management Coordinators Office at telephone number (405) 271-3287.

GSA Rate Changes

Please note, beginning October 1st, the GSA rates in many areas changed. With those changes, the standard per diem rate rose from $39 to $46 for M & IE. In addition, OKC and Tulsa rates rose. Please be sure when looking up per diem rates on GSA you choose the correct federal fiscal year (October 1—September 30) for the date the travel occurred to obtain the appropriate rate.

Questions or Comments?
Email us (see AP Staff List at http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp) or call 405-271-2410.
Effective December 1st, 2009 the long term covered parking rates at the Oklahoma City airport have increased to $7 a day with no weekly rate. Please note this will be the rate that will be allowed for reimbursement. There was no reported change at the Tulsa airport.

Clarifications on Allowable Hotel Rates

* If no designated lodging is applicable (i.e., lodging not designated by sponsor via blocking rooms and/or negotiating room rate(s)), reimbursement is limited to the federal General Services Administration (GSA) rate in the city/county of lodging.

* If designated hotel and documented single rate room is available and traveler lodges at an optional facility, reimbursement is allowed up to the lowest documented single designated room rate. The optional lodging single room rate plus local transportation to/from the meeting site cannot exceed the lowest designated room rate.

* If all standard single designated room rates are sold out at the “host” hotel, with documentation from meeting host or host hotel that rooms are sold out, traveler may be reimbursed at the lowest available regular room rate within host hotel. Host hotel is defined as the location where the conference/meeting is held.

* If all standard single designated room rates are sold out at a designated/non-host hotel, with documentation from the meeting host or designated hotel(s), traveler may stay in a non-designated hotel and be reimbursed up to designated or GSA rate (whichever is greater).

Clarifications on Airfare Comparisons

* Airfare comparisons should be obtained prior to any personal airfare purchases.
* Quote should only be for the applicable business days in the most direct route available regardless of the flight personally purchased.
* Quote should be for the same type of airfare personally purchased (i.e., refundable shall be compared to refundable and non-refundable shall be compared to non-refundable)
* If airfare is personally purchased at a non-refundable rate, the cost of any personally purchased insurance should be included in the comparison for lowest price.

Oanda Currency Conversion

If you have been out to the Oanda website recently you have probably noticed the new design. While trying out the new design, we realized we have been missing an important drop down option available. There is a drop down menu to choose the rate type of currency used for the conversion. It defaults to Interbank rate, but this is not the rate available to the general public. The other choices include credit card and cash (along with many others). In the past, we have been using the default option, but effective immediately we will begin using the applicable currency for the reimbursement requested. Therefore, if it was a taxi cab paid with cash, the Oanda conversion should be for the cash currency. Same for credit card payments. Remember, we do and will always continue to honor the actual conversion on the credit card statement if provided and no Oanda conversion should be provided for those as they are exact at time of payment.

Airport Parking Rate Changes

Effective December 1st, 2009 the long term covered parking rates at the Oklahoma City airport have increased to $7 a day with no weekly rate. Please note this will be the rate that will be allowed for reimbursement. There was no reported change at the Tulsa airport.
Keeping Up With Accounts Payable

**Top 5 Colleges Highest Percent of Total Travel Claims Submitted Oct. - Dec. 2009**

- College of Medicine: 15.52%
- College of Medicine - Tulsa: 5.13%
- College of Nursing: 5.25%
- College of Public Health: 5.55%
- College of Pharmacy: 14.52%

**NUMBER PROCESSED**

- Cancer Center: 16
- Surgery: 19
- PACT Program: 21
- OU Physicians: 25
- CAHHR: 26
- Dermatology-Clinical: 27
- Academic Programs: 27
- Anesthesiology-Clinical: 37
- Family Medicine: 42
- College of Medicine: 48
- Public Health: 64
- Bedlam Community & Clin: 75
- Pediatrics-Clinical: 181
- Case Management: 184

*Departments with less than 15 claims processed not included.*

**Error Percentages by Department**

- ORL - Clinical Dept: 1.44%
- Rehab Sciences - Ocup Therap: 1.53%
- Surgery - Clinical Dept: 1.49%
- Pathology - Clinical Dept: 1.14%
- Emergency Medicine: 1.22%
- Medicine: 3.22%
- Microbiology: 2.22%
- College of Dentistry: 4.14%
- CMT Office of the Dean: 1.57%
- OB/GYN - Clinical Dept: 1.98%
- Pediatrics - Clinical Dept: 2.55%
- Anesthesiology - Clinical Dept: 2.18%
- Public Health: 3.75%
- Family Medicine: 4.05%
- Urology - Clinical Dept: 6.99%
- OU Physicians: 4.36%
- Academic Programs Nursing: 4.37%
- Dermatology - Clinical Dept: 2.57%
- College of Medicine: 1.07%

**This graph is Oct-Dec 2009; Only reflects departments that submitted 15 or more claims and error rates >25%. Note, each email is counted as 1 error therefore 1 claim can contain multiple errors.**

**Good Job Emails to Departments**

- Nursing
- Public Health
- Pediatrics Clinical Department
- Pharmacy
- Dentistry
- OBGYN
- Pact Program
- Financial Services
- Adm & Finance
- Office of the Dean
- Surgery
- Community Physicians
- CILL, College of Med
- OU Physicians
- Anesthesiology Clin Dept
- Family Med
- Surgery Dept
- Urology Clin Dept
- CAHHR
- Provost

Questions or Comments?
Email us (see AP Staff List at [http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp](http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp)) or call 405-271-2410.