Air Travel Authorizations

Air travel can be paid directly by utilizing one of the University Contracted Travel Agents and authorizing payment on a University account via the ATA (Air Travel Authorization) Form. Please note, this form should only be used to pay for the business portion of the most direct flight available. This means, if an employee is by choice (i.e., for personal reasons) flying an indirect route, or interrupted direct route (i.e., different dates of travel) then a quote should be obtained for only the business direct route and that is the maximum charge that should be paid via ATA. The remaining balance due is personal and the responsibility of the employee, not to be paid or reimbursed by the University.

Amount Changed

When vendor invoices are altered, there must be proper justification and approval documented on the invoice. Normally, if a change is made which alters the amount of the invoice, the vendor should approve and sign for the alteration. However, in some situations it may not be feasible to hold up a payment to obtain the vendor’s signature. In these situations, the department should contact the vendor to confirm the change and then appropriate department personnel should sign/initial the change per the vendor’s instruction. There may also be an adjustment based on non-acceptance or non-receipt of items listed on an invoice, whereby, the department may opt to correct the invoice instead of requesting a new one. As with other alterations, please give the reason for the change and appropriate department personnel should sign/initial the change. Alterations require submission of a invoice copy to be mailed with the check to the vendor.

GL Code Information

New
821598—Svc Prof Arts & Entertainment, Payment for services providing entertainment in the area of performing arts, spectator sports, and related entertainment/recreation industries.
922310—Student Recreational Activity Payment, recreational activities for students participating in an event as authorized by a state educational institution.
922320, Patient Recreational Activity Payment, recreational activities for patients, inmates, and wards in the care of a state institution.

Subscription vs. Memberships
920860—Professional Memberships, payments for dues and fees for agency memberships.
921900—Subscriptions, payments for services and products used for dissemination of information to the general public and for informational purposes, such as clipping service, newsletters, newspaper/magazine subscriptions, etc.

*VOUCHER NOTE: If you are paying for a membership and can add subscriptions for minimal extra costs, the subscriptions have to be coded separately than the membership.

**TRAVEL NOTE: Memberships cannot be reimbursed in conjunction with registration fees (registration fees must be reimbursed on a Form 19 for all employees). Memberships must be submitted through the regular voucher process in order to be reviewed for allowability.

Website Updates
Policies:
⇒ Reimbursement Requirements—Feb 2010

Manuals:
⇒ Travel—Feb 2010

Other Professional Services—821554

In a recent audit by the Office of State Finance (OSF) it was brought to our attention payments are being processed with general service code 821554, which is Other Professional Services. Please note, use of this gl code is only acceptable when no other service code applies. Please ensure a specific service gl code is not available prior to using this gl.
Voucher Approvers-PLEASE NOTE

Non-PO vouchers are approved for payment against a department budget within the PeopleSoft system by “budget checking” the voucher. This check verifies the invoice is correct, product/service has been received, and available budget exists. This system check is in lieu of a required written approval on every invoice. We have noticed a large number of budget/voucher approvers signing the voucher register in addition to the system approval process. This is not a necessary step, but is acceptable if standard department practice. Please note, if this is a department practice, it is important approvers do not sign the higher-authority statement. The higher authority statement at the bottom of the voucher register report is a certification by a person of higher authority for reimbursements to University employees. This certification satisfies the required reimbursement approval process in lieu of the signature on the Form 3. This should not be used for regular voucher approval. Please see the image below for reference of the statement.

Invoice Descriptions

When creating vouchers, please verify the invoice description of the goods or services provided is detailed at a level that can be clearly understood by an outside reviewer that the proper expenditure account code(s) have been used for the expense. If not, please document on the invoice what the purchase is for.

PO Invoice Payment Requests

Please note, your purchase order (PO) invoices should be sent to AP without a PeopleSoft voucher. The invoices must be signed by a budget approver for allowability of fund expenditure. Also, each invoice needs to indicate the PO number, line and distribution numbers the payment should be applied to. The only exception to this would be if the PO only has one line and one distribution. This is important to ensure the encumbrance on the PO is exhausted as the contract was intended.

Vendor Invoicing - Billing Addresses

Accounts Payable receives hundreds of invoices directly from the vendor that we must distribute to the ordering department for approval and payment entry on a daily basis. This is a very time consuming and sometimes delaying payments. Due to the decentralized payment entry and budget approval process, it is important that ordering departments notify vendors of their individual department bill-to addresses when ordering. This is to ensure invoices can be properly received, approved, and entered into PeopleSoft (if non-po payment) before routing to AP. When invoices are routed directly to AP by the vendor it delays the payment process and the invoice could be unidentifiable for routing to the departments which leaves AP trying to contact the vendor to locate the correct department for payment.

Please contact your vendors and correct your department billing addresses as you place new orders. For orders processed through the procurement (PO) process in PeopleSoft (i.e., entering a requisition at the department level), please ensure you are entering your bill to address in the requisition comments so that information can be issued on the purchase order to the vendor.

If a vendor requests a credit application, you can send them the University Credit Application Letter located at http://www.ou.edu/purchasing/home/forms/credit_application_letter.doc. If they need a University W-9 form, please contact Sarah Washam for assistance.

Questions or Comments?
Email us (see AP Staff List at http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp) or call 405-271-2410.
When creating new fiscal year requisitions please include all the necessary information to enable AP clerks to review the gl code and payment allowability policies for requisition approval. AP does not receive the backup documentation sent to Purchasing for the contract/quote/etc therefore it is important to complete all your description boxes with adequate information to expedite approval. Here are some tips for commonly missing information:

* Food Purchases—what is the business purpose for the event, how many will be attending, does the food charge include gratuity/service charges? If the food charge doesn’t include gratuity or services charges then please indicate what that amount will be.

* Memberships—is this an institutional or individual membership? If individual, who is the individual the membership will be for?

* Hotels-list everyone staying. Please indicate if any are foreign/employees/students/etc.

* Software Purchases—is the purchase for an annual license or is it a lifetime ownership of the program?

* ALL: if you feel you have documentation that would assist AP in reviewing/approving the requisition, you can email the document in pdf format to AP-REQ1 and AP-REQ2 referencing the requisition number.

**PO Activity Summary**

Before submitting PO invoices to AP for payment, please check the PO Activity Summary to ensure the PO has sufficient remaining funds available. If the PO does not have sufficient funds, please contact your buyer in Purchasing for assistance before submitting the invoice to AP for payment.
Putting AP Employees On The Spot for STAR Service!

- Has someone in AP provided Superstar Customer Service?
- Or perhaps someone whose Outstanding Performance ensured delivery of high quality service?
- Don’t forget about the AP staff member whose Positive Attitude makes everyone’s day brighter!
- Is there an AP employee who promotes Teamwork?

If so, go ahead and put the star AP staff member On The Spot to provide them recognition. Nomination forms are located directly inside SCB 218 on the partition wall. The ballot asks you to explain the situation in which the person gave excellent service. It should be submitted to Sarah Washam. Then it will be posted for all to see when they enter the AP area! Thanks for helping us recognize our excellent staff!

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

New! Travel Refresher Training

If you have attended an initial full day (or two half day) travel class in the last year and are due for a refresher, the new Travel Refresher Training is now scheduled. This new course will be held quarterly and is required on an annual basis by all travel preparers. It will cover the updates in procedure and policy that have occurred over the past year and refresh preparers on complicated subjects such as mileage and per diem calculations. The first session will be held April 6, 2010 from 1:30 to 4:30 pm. The class will be held in OKC and broadcast to Tulsa. Please see below for details on the OKC and Tulsa campus enrollment information.

Oklahoma City Attendees
Location: Bird Library Auditorium
Registration: http://hr.ou.edu/training_dev/catalog/

Tulsa Attendees
Location: 1C112
Registration: email Kevyn-Bagby-Grayson@ouhsc.edu

Please Don’t Forget to Report

This is a reminder that the first quarter Participant Logs are due to AP by April 15th. The logs must contain all qualified participant payments distributed between January 1st and March 31st that are required by policy to be reported. These requirements are outlined in the links below. Please send the logs to the AP-Management email group.

If you need assistance, please contact the AP-Management email group or myself for more information.

OSF has provided updated clarification on when a 2nd checked bag needs justification for reimbursement. The state now allows for a 2nd checked bag to be reimbursed without further documentation for any travel of five calendar days or more. If the travel is less than five calendar days, one checked bag is reimbursable without clarification, but a 2nd bag will require a written justification.

2nd Bag Clarification