

UCR

Travel and ePay Users Group Meeting

August 24, 2016

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- **New Travel and ePay Feedback Tool** (David Gracey-C&C Director of Enterprise Application Development, Amber Jones-C&C Enterprise Applications Support Specialist)
- **View Open items iTravel and ePay Demo** (David Gracey)
- **Registration, memberships, & subscriptions** (Vicki Gonzalez, Accounting-Financial Services Analyst-Accounts Payable)
- **ePay PO Backup requests** (Vicki Gonzalez)
- **Smart & Final and Costco** (Vicki Gonzalez)
- **Pre-paid expenses** (Sandy Danford-Accounting-Financial Services Analyst-Accounts Payable)
- **New Vendor Requests/Address Updates** (Sandy Danford)
- **Receipt Requirements: Foreign Per Diem Meals & Incidentals** (Bobbi McCracken, AVC Business & Financial Services)
- **Business & Financial Services Service Level Agreement FY2017** (Bobbi McCracken)
- **Accounts Payable Staffing Update** (Bobbi McCracken)

New Travel and ePay Feedback Tool

- Service Now
 - Better tracking of status of requests
 - Info will eventually be used to create a knowledge base
 - Travelfeedback@ucr.edu and epayfeedback@ucr.edu will be eliminated and links within the application will be added in the coming months.
 - Demo https://ucr.service-now.com/ucr_inc

iTravel and ePay Enhancement

- Coming soon: a one-click view of pending items in iTravel and ePay
- Under General Options
- Demo

Memberships & Subscriptions

As a part of our Organizational Excellence efforts, Business and Financial Services strives for increasing efficiencies by identifying opportunities to streamline and standardize processes, improve transparency, and reduce paper.

Memberships & Subscriptions

- All business related requests for payment to an organization should be processed in ePay as a Direct Payment.
- Use Type of Expenditure = "Membership"
- eBuy purchase orders with payment request forms are no longer required.
- Alternatively, the employee can pay directly and be reimbursed via ePay.

Registration Fees

- To reduce employees out of pocket expenses, registration fees can be processed in ePay as a direct payment to the external organization using the Expenditure Type "Other".
 - Note: The registration fees should be included on the travel expense report as a pre-payment.
- Alternatively, if the employee pays for the registration fees directly, they will be reimbursed via iTravel upon completion of the trip.

ePay PO Backup

- University policy, [BUS-79](#), requires that expenses for meals or light refreshments provided in the course of a business meeting have documentation and appropriate approvals supporting expenses are necessary and an integral part of the business meeting.
- The ePay PO Backup functionality provides the required documentation and approvals for Purchase Order used to procure meals, light refreshments, and related services connected to business meetings, entertainment, and other occasions.

ePay PO Backup cont.

- The ePay PO Back-Up functionality documents the following information as support for payments issued to vendors:
 - Type of event (drives approval process)
 - Number of participants/attendees
 - Business-related nature of the occasion and/or purpose of the event
 - Utilization of appropriate Full Accounting Unit (FAU)
 - Approvals:
 - Host approval (when required)
 - Department Head approval
 - Organizational approval (when required)

ePay PO Backup cont.

Steps/considerations when reporting business meetings/ entertainment procured via a Purchase Order to ensure prompt payment to vendor.

- Use of appropriate accounts on PO for meal related costs:
 - 714140 business meetings/conference
 - 714160 Entertainment/Social Activity with a business purpose (including alcohol)
- PO should be marked "OK to Pay" in eBuy
- Initiate ePay PO Back-up:
 - Select appropriate Event Type in ePay to ensure correct approval routing
 - Check the box "This request is the supporting documentation for a Purchase Order"
 - Record expenses on the appropriate ePay tabs
 - List all related expenses associated with the event ID; i.e. recharge
 - Mark "Y" if spouses or family member in attendance
 - Attach required documentation (e.g. itemized receipt/invoice, guest list, dept. pre-approvals, written justifications for exceptions)
- When the type of event requires the host approval and the Dept. Chair/Head is the Host, it must go the ORG for approval. If the Dean/VC is the Host, please attach the EVC approval.

ePay PO Backup cont.

- Departments should develop internal processes to ensure timely ePay PO Back-up requests are entered into ePay to avoid delays in processing payments to vendors.
 - All business meeting/entertainment contracts should be reviewed and approved by Purchasing
 - Provide PO/DAPO to vendor at time of order
- Things to consider
 - What is your department's procedures for gathering all the information needed to create an ePay PO back-up?
 - Can some of this information be gathered in advance?
 - Most vendors have net 30 payment terms
 - ePay PO Backups should be submitted to Accounting within 7 days after the event in order to allow vendor payment within these terms

ePay PO Backup cont.

- Resources for using ePay Purchase Order Back-up functionality:
 - <http://www.cnc.ucr.edu/epay/pobackup.html>
 - <http://accounting.ucr.edu> : Accounts Payables > Resources > ePay > Using ePay PO back-up

Smart & Final and Costco POs

- Smart & Final
 - Payment terms are net 30 days
 - Smart and Final's system will place the campus account on 'credit hold' automatically 60 days after the transaction date if POs are not paid **regardless of dollar amount due**
 - Your cooperation is requested to avoid impacting other departments' ability to utilize this vendor
- Costco
 - Payment terms are net 15 days
 - An authorization letter from purchasing must be requested prior to purchase.
 - The authorization letter can be requested from Dana Allen or Matt Burke in Procurement Services.

Costco cont.

- Purchasing Guidelines for Costco are dependent on whether and DAPO can be completed or if a requisition is required.
- DAPO
 - Request Authorization from Procurement Services. E-Mail acceptable (see example – attached)
 - Authorization letter from Procurement provided to department. The letter and a copy of PO required to be provided to Costco at the time of purchase. The Costco receipts must be returned to the department eBuy Transactor.
 - Change order required when the PO amount is different than the Costco receipt
 - Ensure the PO is marked “Okay to Pay”
 - Department is responsible for submitting the Costco receipt and copy of Letter to AP so payment can be issued. Note for business meeting related expenses an ePay PO Backup must be completed
- Purchases Over \$2,500
 - Requisition required
 - Authorization letter from Procurement will be attached.
 - The letter and a copy of PO required to be provided to Costco at the time of purchase. The Costco receipts must be returned to the department eBuy Transactor.
 - Change order required when the PO amount is different than the Costco receipt
 - Ensure the PO is marked “Okay to Pay”
 - Department is responsible for submitting the Costco receipt and copy of Letter to AP so payment can be issued. Note for business meeting related expenses an ePay PO Backup must be completed
- Your cooperation is requested to avoid impacting other departments’ ability to utilize this vendor

Costco Request Example

From: [REDACTED]
Sent: Tuesday, July 26, 2016 8:59 AM
To: Dana L Allen <dana.allen@ucr.edu>
Subject: Costco PO Letter Request
Importance: High

Hi Dana,

Here we go, my first Costco PO ☺:

PO# 107 [REDACTED]
Event Name/Date [REDACTED] /7-27-16 thru 7-29-16
Purchase: Pizza and Light Refreshments
PO Description: Line Item 1 (e.g. Qty 20 @ \$1.50 ea or 1 bundle – 15 Large pizzas @ \$8)
Line Item 2 water, sodas
Event Location: UCR
Estimated # of Attendees: 100
Purchaser's Name: [REDACTED]
PO NTE: \$170.00

I believe that is all the information required; please let me know if I missed anything.

Thank You in Advance,

Pre-paid expenses

- Pre-paid expenses require supporting documentation after completion of the trip or Business Meeting/Event per UC Policy BFB G-28 and BUS-79
- iTravel (Airfare, Conference Registration, Lodging)
 - Items must be documented via iTravel even if there is no reimbursement due to the traveler.
 - Airfare – Itemized airfare itinerary must be attached including itineraries for changed/exchanged tickets. Reference the PO number. Copy of PO is optional.
 - Registration – Itemized registration form. Reference the ePay number. Copy of ePay is optional.
 - Lodging
 - Local hotels with Direct Bill arrangements – attach copy of confirmation and reference the PO number
 - Any other hotel – copy of fully itemized folio, reference the PO and include a copy of exceptional approval from Dean/VC
 - Be sure to click radial box “prepaid” for expense to avoid an erroneous reimbursement to the traveler.

Pre-paid expenses

- ePay
 - ePay PO backup must be completed even if payment in full has been made to the vendor to document the business purpose and required approvals.
 - Attach fully itemized invoice/receipt from the vendor
 - Must include itemized charges, taxes, fees, total, vendor name, remit address.
 - Copy of any exceptional approvals from Dean/VC
 - Includes inclusion of Spouses/Significant others or other family members, exceeding the per person caps, or any other exceptional item per BUS-79
 - Exception(s) should be clearly noted with justification as to why it was necessary/unavoidable.

New Vendor Requests/Address Updates

- Requests for new vendors are made via the vendor request system
 - Access available through eBuy, ePay, and iTravel
 - Use the appropriate application to enter the request is based on where the transaction originates (i.e. eBuy, ePay, iTravel).
 - Using the application where the request originates assists Accounting determine the required documentation to set up the vendor.
 - Vendors receiving a reimbursement only will not require a W9 (e.g. travel reimbursement); enter a comment if the vendor will only be used for a reimbursement.
 - W9 form is required for domestic entities or individuals.
 - W8 form is required for foreign individual or entities.

New Vendor Requests/Address Updates cont.

- Requests for address changes/updates must be made via the vendor request system
 - Note: A W9 will be required in order to update an existing vendor record
- Requests for new vendors or address changes made via email or phone call are not accepted.
- ePay and iTravel must reference the correct address. Requests for new addresses made in the comments of an ePay or iTravel will require the transaction to be returned for an address correction.

Receipt Requirements: Foreign Per Diem for Meals & Incidentals

- Guidance similar to the meals receipt requirement issued in December 2015 is being reviewed and will be disseminate in the coming weeks.

Reminder on Receipt Requirements

In accordance with the IRS Accountable Plan and UC Travel Policy G-28, original receipts must be submitted for:

- Original receipts for all airline expenses. Documentation must include the itinerary and receipt. E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses.
- Original receipts for all lodging expenses incurred for domestic travel, except where per diems are authorized for lodging expenses (i.e., long-term travel, use of non-commercial facilities, etc.). Since hotel receipts may include charges that are not reimbursable, the traveler shall not be reimbursed for lodging expenses unless the receipt presented by the traveler contains itemized charges for the room, e.g., taxes, telephone, etc.
- Original receipts that support the reimbursement claim for long-term foreign lodging that is charged to a federal fund source (whether reimbursed as a per diem or actual), should be kept on file within the department and retained for such periods as required by either the sponsor's retention policy or UC retention policy.
- Original receipts for all rental car expenses.
- Original receipts for meal expenses of \$75 or more.
- Original receipts for local transportation costing \$75 or more.
- Receipts for gifts provided to a host **costing \$25** or more.
- An agenda, itemized receipt, or other supporting documentation for all registration fees.
- Original receipts for each miscellaneous expense of \$75 or more.

Business & Financial Services Service Level Agreement FY2017

- New Budget Redesign requirement to outline service levels, reviewed and approved by Governance Committee
- iTravel: requests will be reviewed within 10 business days of receipt in the Accounting Office queue
 - Note: remember a portion of our trips are reviewed by sampling. Travel Coordinators are responsible for ensuring policy compliance on all travel expense reports; refer to BFB G-28
 - If documentation is missing or additional clarification is required, the trip will be “soft rejected” to allow the travel coordinator to attach and return without re-routing.
 - Enhancement in works to identify returns, until this enhancement is implemented, please forward e-mail regarding return to appropriate AP personal when supplemental information provided to avoid further delays in processing
 - Travel Metrics by Org

Business & Financial Services Service Level Agreement FY2017

- ePay: requests will be reviewed within 10 business days of receipt in the Accounting Office queue
 - If documentation is missing or additional clarification is required, the transaction will be “soft rejected” to allow the transactor to attach and return without re-routing.
 - Enhancement in works to identify returns, until this enhancement is implemented, please forward e-mail regarding return to appropriate AP personal when supplemental information provided to avoid further delays in processing

Business & Financial Services Service Level Agreement FY2017

- Vendor Requests: will be reviewed within 2 business days of receipt in the Accounting Office queue
 - If vendor is being established for reimbursement only (e.g. travel reimbursement), please include a comment stating “reimbursement only”. A W9 will not be required in this case. Note: if a subsequent payment is in a taxable category, a W9 and vendor modification request will be required.
 - All other vendor requests require a W9. This information is necessary to ensure IRS reporting requirements are met, ensure the integrity of our vendor database, and avoid duplicate vendor numbers.
 - New employee vendor numbers and existing employee vendor numbers are automatically updated each night from the Payroll Personnel System (PPS)

Accounts Payable Staffing Update

- Director of Procurement, Business Contracts, Accounts Payable & Travel: under recruitment
- Accounts Payable & Travel Supervisor: Aver Smith is back
- Accounts Payable-Financial Services Analyst 2: new position under recruitment
- Accounting Assistant III (PO invoice processing): under recruitment
- Accounts Payable-Financial Services Analyst 1: recruitment pending

Accounts Payable Contacts

- Travel questions and feedback: Service Now
- ePay questions and feedback: Service Now
- PO Invoice Related: Elaine Danford, Rosmery Martinez and Cathy Newland (temp)
- Vendor Maintenance: Alma Jimenez
- Subcontracts, Travel Card, and Other Accounts Payable inquiries: Dottie Ford
- Escalation of Accounts Payable, iTravel or ePay issues: Aver Smith
- AVC Business & Financial Services: Bobbi McCracken

Questions?

Farewell to Vicki Gonzalez