

# UCR

# Travel and ePay Users Group Meeting

July 18, 2017

**BFS – Business & Financial Services**

*A Division of Business & Administration Services (BAS)*



UNIVERSITY OF CALIFORNIA, RIVERSIDE

# Agenda

- ePay Categories (Sandy Danford)
- ePay PO Backup and Smart & Final (Sandy Danford)
- Traveler Insurance (Dottie Ford)
- Higher Cost Fees (Dottie Ford)
- Pre-Paid Items (Dottie Ford & Sandra Danford)
- AB 1887 Prohibited States (Aver Smith)
- Vendor Addresses (Aver Smith)
- Returned Checks (Aver Smith)
- AP Email Address (Aver Smith)
- UCR Policy & Procedure Updates (Aver Smith)



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# ePay Categories

# ePay Categories

## ePay - Online Payment System

### Create New Payment Request Form

- Direct Payments
  - Single Payee/Vendor, Single Payment
  - Multi-Payee/Vendor, Multi-Payments

<i>Type of Expenditure</i>
Honoraria to Non-UC employee or Non-UCR student
Human Subject Payment
Membership
Performance Agreement (attach signed contract)
Petty Cash
Refund
Reimbursement
Stipend to Non-student (subject to 1099 reporting)
Casual Labor (e.g. day labor; subject to 1099 reporting)
Game Official
Payroll (Accounting Office Use Only)
Homestay
RHA (Housing Use Only)
Other

### Direct Payments [Single or Multi-Pay]

- Reimbursement of non-entertainment goods and services.
- Honoraria, Performance Agreement, Stipend, Human Subject, Casual Labor, Game Official, and Homestay. These are usually subjected to 1099. Payments in a calendar year of \$1500 or more are subject to 7 % withholding for Non California Residents.
  - Forms FTB 587/590 are required regardless of dollar amount being paid. IRS forms are required W9/W8.
  - Please do not email these forms due to personal protected information. Fax only.
- Other
  - Rent/leases, Registration
  - Government Regulatory Fees and certain special handling items previously approved by Accounting to be submitted in ePay.

**If an expense doesn't fall within the above categories, other purchasing methods should be considered before processing a ePay as Other.**

# ePay Categories

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## ePay - Online Payment System

### Create New Payment Request Form

Direct Payments

Single Payee/Vendor, Single Payment

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Business Meetings, Entertainment and Other Occasions



Accountability Structure:

Create

Cancel

Business Meetings, Entertainment and Other Occasions

- Reimbursement of entertainment goods and services.
- PO Back-up payments to Vendors for Entertainment goods and services.
- Multiple Payments under one Event ID: First ePay must be approved by Accounting to release additional submission. Please email accounting the Event ID once the first ePay has reached accounting queue so we can review and approve the ePay. Once approved all remaining ePay requests can be submitted for the one Event.



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# ePay PO Backup

# ePay PO Backup

- ePay PO Backup is required in order to process payment to a vendor after an event has taken place.
  - Departments need to provide PO/DAPO to vendor at time of order/contract executions
    - All business meeting/entertainment contracts should be reviewed and executed by Purchasing 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 their payment terms
  - A copy of the invoice/ticket/receipt should be attached with the PO number clearly noted
  - When non food/non entertainment items are purchased from a vendor normally associated with entertainment purchases (Smart & Final, Stater Bros, Costco, etc.), receipts/invoice should be forwarded to AP immediately after purchase for payment

# ePay PO Backup - cont.

- Departments should develop internal processes to ensure timely collection of receipts and submission of PO Back-up requests are entered into ePay to avoid delays in processing payments to vendors.
- 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?
  - Do you have all required additional/exceptional approvals?
  - Has the PO been updated to account for any changes to quantity, account numbers, pricing, etc.?
  - Has the host(s) been advised to submit all itemized receipts/invoices/order forms immediately after the purchase/event?



# 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> : Payables > Resources > ePay > Using ePay PO back-up

# Smart & Final

- Things to consider when purchasing from Smart & Final (S&F)
  - Smart & Final has advised that individuals should visit the store during their Credit Department hours to avoid delays in the case of account issues
    - Monday – Friday, 7:00am to 6:00pm
  - Smart & Final Payment terms are net 30 days
  - Smart & Final's system will automatically place the campus account on 'credit hold' 60 days after the transaction date if POs are not paid regardless of dollar amount due
- Failure to follow these guidelines may result in disruption of S&F services to other departments.



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# Traveler Insurance

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- Registering your travel with Risk Management prior to departure allows for tracking of travelers in case of emergencies
- Items booked through UC's preferred agencies (BCD, UCLA Travel Services, Short's Travel) are automatically registered.
  - An email from [WorldCueTraveler@ijet.com](mailto:WorldCueTraveler@ijet.com) is sent to the traveler after booking
    - Traveler should check junk mail if they do not receive the email
  - Traveler should confirm the destination is correct, then follow steps to access their profile, update emergency contacts, print and/or download the insurance card, and download Worldcue Traveler mobile app.
  - Any changes to a Connexus booking should be updated with Risk Management.

# Traveler Insurance

- Any trips not booked through UC's preferred agencies, including Swabiz and Amtrak should be registered directly with Risk Management.
  - <http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/enrolling-in-uc-trip-insurance.html>
  - Once registered, the traveler will receive an email as noted above and should follow the same steps
- New website: [www.UCGO.org](http://www.UCGO.org) for foreign travel. Also offers links to register your trip with ijet/Worldcue.
- For more information, a webinar is available on Connexus : "Understanding UC's Travel Insurance and Using Risk Services While Traveling"



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# Higher Cost Fees

# Higher Cost Fees

- UC BFB G-28 – Travel Policy restricts the reimbursement of certain “Higher Cost Fees”. Some examples are:
  - Early bird check-in
  - Priority Boarding
  - Priority Seating/Selected Seating
    - Normally, booking a ticket guarantees you a seat on the plane, even if it is not one the traveler would prefer such as an isle or window seat.
    - It is a misconception that a traveler must pay a fee to ensure a seat on the plane.
      - Paying for a seat does not guarantee the airline will not bump you if the need arises.
  - Booking a car rental class higher than intermediate
  - CDW, LDW, Roadside Assistance and other optional fees charged by car rental agencies



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# Pre-Paid Items



# Pre-Paid Items

- As required by UC BFB G-28, prepaid items should be reported on the Travel Expense Voucher (TEV):
  - Airfare purchased with a purchase order
  - Shuttle
  - Fleet recharge
  - Conference registration
  - Direct bill lodging



# New California State Law AB 1887

- Restricting Use of State Funds for Travel to Certain States

# New California State Law

- Effective 1/1/2017, California prohibits state-funded travel to a state with discriminatory practices based on sexual orientation, gender identity and gender expression\*
- The Law also prohibits requiring employees to travel to these states against their will\*
- It expressly identifies UC as an entity subject to these restrictions
- iTravel enhancements to manage these restrictions are pending

\*certain exceptions apply

# Prohibited States

- California Attorney General's Office published list of prohibited states on 1/1/17:
  - Kansas
  - Mississippi
  - North Carolina
  - Tennessee
- Additional states added as of 6/23/17
  - Alabama
  - Kentucky
  - South Dakota
  - Texas

# California State Law – Restricted Fund Sources

- Restricted fund sources
  - Specific State Appropriations 180XX, 181XX
  - Special State Appropriations 180XX, 181XX
  - State Contract and Grants
    - 18200 – 18999
    - 20400 – 20499
    - 20600 – 20699
    - 80000 – 80999
  - General Funds 199XX, except fund numbers 19931, 19933, 19934, 19940, 19941 and 19942

# California State Law - Exceptions

- AB 1887 does not apply to travel paid from non-state fund sources at this time
- AB 1887 exceptions allowing use of state fund sources:
  - Enforcement of other CA laws, such as auditing & revenue collections
  - Litigation
  - To meet contractual obligations incurred before January 1, 2017
  - To comply with requests by the Federal government to appear before committees
  - To participate in meetings or training required by a grant or required to maintain grant funding
  - To complete job-related training necessary to maintain licensure required for holding a position, in the event that comparable training cannot be obtained in CA or a state not subject to the travel prohibition
  - For the protection of public health, welfare, or safety, as determined by the affected agency, department, board authority, or commission, or by the affected legislative office.

# New California State Law – Fund Swap

- If travel to an excluded state is necessary:
  1. To fulfil the mission of the University
  2. An exception cannot be justified
  3. An unrestricted funding source is not available
- Options:
  - The Department Head/FAO can seek a fund swap from their Org Head (e.g. Dean/VC)
  - The Org Head can seek to swap funding from Financial Planning & Analysis (aka Budget Office) when necessary



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# Returned Checks





# Check Issues

- Vendor Addresses
  - Department should verify name and address before selecting a vendor.
  - If there is an individual in the vendor request system with the same first and last name, please request a W-9 form. This will prevent payment to the wrong Vendor.
  - If the individual is an employee please select the Vendor number that starts with an "E".

# Returned Checks

- Returned Checks
  - Checks returned from the Post Office will be voided within 5 business days if no response from the department/vendor on where to resend the check.
  - If the vendor has a new address, a W9 form must be obtained and a vendor request must be submitted for the revised information.
- To avoid payment delays
  - Encourage employees to set up direct deposits via EFT.
  - Ensure proper check handling within the department
    - Many requests for stop/reissue requests originate from checks that were sent via campus mail.
    - Department must have internal control procedures for incoming checks (e.g. a log, distribution process, etc.)



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# AP Email Address

# AP Email Address

- Vendors should send invoices directly to Accounts Payable either through US Mail or via email per the instructions contained on the purchase order. Ensuring this process is followed will allow for prompt payments
- Vendor invoices should be emailed to:  
[apinvoice@ucr.edu](mailto:apinvoice@ucr.edu)
- AP email address is for receipt of new vendor invoices only
- One vendor invoice per email (to assist with automation efforts).

# AP Email Address

- A copy of the purchase order with a valid order number should be provided to the vendor for each purchase; the PO provides important information to the vendor about the purchase and payment process. Ensuring this process is followed will avoid payment delays and improve efficiencies.
  - Vendor invoices sent to accounting without a PO number noted will be returned to the vendor requesting a revised invoice.
- Communication to AP operators should be sent to the AP operator's direct email address.
- Please remove the [apinvoice@ucr.edu](mailto:apinvoice@ucr.edu) email address on communication email strings.



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# UCR Local Policy & Procedure Updates

# UCR P&P Updates

- VC Business & Administrative Services requested updated to all BAS-related policies
- Business & Financial Services division updated local P&P, including Accounts Payable and Travel related policy, as of 6/30/17 with goal of:
  - Referencing relevant UC Policy
  - Linking to UCR application specific support sites
  - Eliminating duplication of information

# Accounts Payable Contacts

Travel questions and feedback:

[Service Now](#) (preferred method) or  
[travelfeedback@ucr.edu](mailto:travelfeedback@ucr.edu)

EPay questions and feedback:

[Service Now](#) (preferred method) or  
[epayfeedback@ucr.edu](mailto:epayfeedback@ucr.edu)

PO Invoice Related:

Elaine Danford, Rosmery Martinez, and  
Cathy Newland

Vendor Maintenance:

Alma Jimenez

Subcontracts, Travel Card, and

Other Accounts Payable inquiries:

Dottie Ford or Sandy Danford

Escalation of Accounts Payable,

iTravel or ePay issues:

Aver Smith

Director of Accounts Payable,

Travel, and Procurement:

Ellery Triche

AVC Business & Financial Services:

Bobbi McCracken





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# Survey

Your feedback and input on this user group meeting is important. Please take a few moments to complete this survey:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zPOXAVEtsbWuOrYNAo7gHdjTh-yZUODk4SFVFNINITFhMVjMzWUVJRzhOVktVQI4u>



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# Questions?