Travel and ePay
Users Group Meeting

December 18, 2015

BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)

BAS
BFS

Agenda

- Accounts Payable & Travel staffing update
- Review of campus standard for meal and local transportation receipt requirement
- Discussion of registration payments via ePay
- Questions

Accounts Payable Staffing Update

- Director of Procurement, Business Contracts, Accounts Payable & Travel
- Accounts Payable & Travel Supervisor recruitment
- Sandy on extended medical leave
- Recruiting for a permanent AAIII position for PO payments
- Who to contact:
  - Travel related: travelfeedback@ucr.edu
  - ePay related: epayfeedback@ucr.edu
  - PO related: Elaine Danford, Rosmery Martinez and Reggie Urcia
  - Vendor maintenance: Alma Jimenez
  - Other accounts payable inquiries: Dottie Ford at dorthea.ford@ucr.edu
  - Urgent matters can be directed to David Gee at david.gee@ucr.edu or X2-3022

Organizational Excellence and Lean Thinking

- Lean Thinkers group focused on timing of employee reimbursements for both travel and ePay
  - Appreciate departments efforts to be good stewards of University resources
  - Inconsistent documentation requirements between departments has been a source of frustration and the cause of some delays in the reimbursement process
- As part of our campus Organizational Excellence efforts, the Provost/EVC, VC-BAS, VC-PB requested the campus-wide standardization of receipt requirements.
- The goal of the campus-wide standard:
  - Reduce administrative burden on the traveler, event host, department administrative staff and others for lower cost, lower risk items while adhering to UC Policy requirements.

Campus-wide Receipt Standard

Effective immediately and consistent with UC policy Business & Finance Bulletin (BFB) G-28 and BUS-79), receipts are <u>not</u> required for:

- <u>Meal</u> expenditures of less than $75 for travel, business meetings and entertainment

- Travel related <u>local transportation</u> costs of less than $75
    - Includes taxi, shuttles, public transportation, tolls, parking, etc.

Campus-wide Receipt Standard

Original Itemized receipts continue to be required for:

- <u>All</u> airline expenditures. E-mailed or faxed documentation provided by an airline or travel agency for electronic ticketing expenses for airfare is acceptable for substantiating such expenses.

- <u>All</u> 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 <u>itemized</u> charges for the room, e.g., taxes, telephone, etc.

- <u>All</u> rental car expenses. When insurance is covered under the University contract for the local, insurance will not normally be reimbursed.

- Meal expenses of $75 or more.

- Local transportation costing $75 or more.

- Receipts for gifts provided to a host <u>costing $25 </u>or more.

- All registration fees.

- Original receipts for each miscellaneous expense of $75 or more.

Campus-wide Receipt Standard

Although receipts under $75 for meals involving travel, business meeting and entertain, travelers and event hosts will continue to be responsible for adhering to the other aspects of the BFB G-28 for travel and BFB BUS-79 for business meetings & entertainment, such as:

1) Travel related meal reimbursement requests should exclude the cost of alcohol.

2) Travel related meal reimbursements should not exceed actual expenditures and/or the maximum daily limits.

4) Travel related meal expenses are only allowable for trips involving an overnight stay.

5) All Business Meeting and Entertainment meal reimbursement requests must identify the cost of alcohol to ensure proper accounting treatment.

System Modifications

- iTravel
  - Certification language to be updated
  - Other-Business Expense

- ePay
  - Certification language to be updated
  - Attachment requirement modified under certain conditions
  - Note: the guidance regarding receipts only applies to meals associated with business meetings and entertainment. All other ePay transactions should be supported with appropriate documentation.

- The majority of these modifications should be available on or before 1/4/16

Considerations

- Based on department processes, working with your department financial manager, decide on the best method to obtain the necessary information to complete the travel and ePay reimbursement requests.
  - Some units are using Excel templates to gather information
  - Some units are having travelers enter trip related expenses
  - Other options?
- Contract and Grant related. The Uniform Guidance (§200.474) on travel costs requires conformance with the University written policies. However, some agencies may be more restrictive; departments are responsible for understanding terms and conditions of awards and communicating additional restrictions to the traveler.

*Registration Fees

- As a part of our Organizational Excellence efforts, Business and Financial Services is striving for a paperless environment and looking for opportunities to streamline processes.
- Accounts Payable identified an opportunity for improvement related to payments for registration.
  - There is no requirement for a purchase order to be issued for registration.
  - Many departments are using PO and eBuy Payment Request for registration
  - Registration can be processed as a direct payment in ePay.
- Advantages
  - Reduces paper and improves tracking
  - Reduces over processing (e.g. creation of PO, generation of Payment Request, manual processing of payment request, etc.)
  - Improves controls and accessibility of transaction details
  - Reduce out of pocket expenses for employees (when PO was not accepted)

*Registration Fees-Using ePay

- Use the Single Payee/Vendor, Single Payment
- Select Type of Expenditure "Other"
- Plan to allow at least 7-10 business days turnaround time for Accounting to review and process the payment
- Attach all supporting documentation
- If there is an attachment that should be sent with the check, mark the "Include this attachment with check" box under the Attachment tab
- Verify the "remit to" address list in ePay agrees with the backup; if necessary, submit a request to modify the address via the Vendor Search/Request feature on the Main Menu
- Contact epayfeedback@ucr.edu with questions

Questions?

Thank You

and

Happy Holidays!