

UCR

Travel and ePay User Group Meeting

July 24, 2019

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Staff Update
- New AP / Travel Website
- Prohibited States
- UCTC – Concur
- Up Coming Training
- Non Reimbursable Methods of Payment
- Hotel Invoices
- Travel Expenses on the ProCard
- Vendor Maintenance
- Future User Group Meeting Dates



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Staff Update

Aver Smith

Staff Update

- Director of Procurement, Business Contracts, Accounts Payable & Travel:
 - Vacant
- Business Contracts Administrator:
 - April Blackburn
- Gigi Tisdom, Aver Smith and April Blackburn are temporarily reporting to Bobbi McCracken



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New AP/Travel Website

- Dorthea Ford



AP/Travel Website

The AP/Travel website will be moved to the Drupal format this week.

The website offers:

- Improved navigation
- Updated information
- Added content
 - FAQs
 - Training & User Group Schedules



California State Law AB 1887: Prohibited States

- Dorthea Ford



Prohibited States

- Effective 04/15/19, South Carolina was added to the list of states that are subject to the ban on state-funded and state-sponsored travel.
- The following states currently subject to California's ban are:
 - Alabama
 - Kansas
 - Kentucky
 - Mississippi
 - North Carolina
 - Oklahoma
 - **South Carolina**
 - South Dakota
 - Tennessee
 - Texas



Prohibited 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.

For more information please refer to the Accounting website under Travel/Quick Links for:

- AB 1887 Prohibited States FAQ
 - http://www.ucop.edu/central-travel-management/_files/ab1887faq.pdf
- UCOP Travel Guidance for AB 1887
 - <https://www.ucop.edu/central-travel-management/resources/ab-1887-travel-prohibition-to-certain-states-using-state-funding-source%E2%80%8B.html>
- Exceptions
 - <https://oag.ca.gov/ab1887>



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UCTC Platform Changes

Sandra Danford

UCTC Platform Changes

- UCTC (UCLA Travel Center) will be switching from their current platform to Concur.
 - Expected to “Go Live” Monday, August 26 2019
- With this change, the UCTC booking portal will look nearly identical to the BCD booking portal. Despite the visual similarities, UCTC has put a great deal of work into customizing the program not only for UC, but for UCR as well.

UCTC Platform Changes, cont'd

- Changes include more prompts that will help highlight possible policy violations
 - AB 1887
 - Fly America
 - Sanctioned Countries
 - Exceeding policy allowances (Hotels, Car Rental Class, etc.)
- Changes include some customization for UCR
 - Prompts are being included to determine if the individual booking is the traveler or arranger. It is anticipated this will aid in preventing travelers selecting the Ghost Card and not placing the trip on hold.
 - UCTC new system will store saved credit card numbers like BCD.
 - Recommend using the UCR Ghost Card/PO when booking through Connexus



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Upcoming Trainings

- Chris Baxter

New Travel Coordinator Trainings

- Date: Wednesday, Aug. 07, 2019
 - Time: 9:00 – 3:00
 - Location: UC Intellicenter, Room 127

- Date: Wednesday, Nov. 06, 2019
 - 9:00 – 3:00
 - UC Intellicenter, Room 127



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Non-Reimbursable Methods of Payments

- Chris Baxter

Non-Reimbursable Methods of Payment

In order to be reimbursed, per UC policy, the purchase must be supported by an original receipt substantiating an out-of-pocket expense.

- Gift Cards should not be used to procure reimbursable business related goods/services.
 - It is inappropriate to convert a gift card purchase into a cash reimbursement
- If frequent flyer miles, rewards points, or similar brand loyalty incentives are used to purchase goods, services and travel, the expense cannot be submitted for reimbursement.



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Hotel Invoices

Mimi Collins



Hotel Invoices

- Direct bill lodging Invoices are now handled by the travel desk, for example:
 - Mission Inn
 - Dynasty Suite
 - Marriott
 - Hyatt (Metro Riverside)
- All invoice should be sent directly to the Accounting Office by the vendor for prompt review and processing
- As a reminder, the university should only be billed for UCR business related room and tax charges .



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Procard Reminders

- Mimi Collins



Procard Reminders

- Airfare that contain any personal legs of travel. (i.e. a destination other than the primary business destination) may not be purchased on a ProCard.
- The ProCard cannot be used for meals.
- The ProCard cannot be physically given to anyone for use other than the authorized cardholder.
- Pre-Paid lodging on ProCard must be for lodging only and cannot contain personal/incidental charges such as:
 - Parking
 - Spa Service
 - WiFi
 - Various Hotel Services
- Cardholder is responsible for ensuring that any purchase made on a ProCard complies with all University policies and procedures including the Travel and Procurement Card Programs



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Vendor Maintenance

- Aver Smith

Vendor Maintenance

- Many organizations are experiencing increased instances of fraud and attempted fraud, including higher education.
- Similar to other institutions, additional verification procedures must be put in place to validate vendor information.

Vendor Maintenance

To ensure valid vendors are established, payments are directed to the proper location, and our vendors personal protected information is secured, the following steps will be enforced:

- All requests for vendor additions and changes must be requested via the Vendor Request System
- Applicable federal tax forms are required for additions or changes to information in the vendor database.
 - W9 – US citizens or US resident aliens
 - W8-BEN – Non US companies
 - W8-BEN-E. – Individuals that are not US citizens or US resident aliens
- Required forms to be faxed to the Accounting Office at (951) 827-3314 or mailed directly from the vendor to AP.
 - Tax forms are not to be emailed to AP or any department staff members as tax documents may contain individual SSNs for many travel and ePay vendors. Standard email is not a secure manner to transmit personal protected information

Vendor Maintenance

If the vendor's remittance address is different from their business address, the remittance address must be referenced on their tax form (most common for corporations)

- This procedure is not a request to replace their business address, rather to **add** the remittance address on the tax form to reflect both addresses.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. EXAMPLE COMPANY	
2 Business name/disregarded entity name, if different from above	
See specific instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 12345 STREET NAME
6 City, state, and ZIP code CITY, ST 98765	Requester's name and address (optional)
7 List account number(s) here (optional)	
REMITTANCE ADDRESS: 345 STREET NAME, CITY, ST 98768	

Vendor Maintenance

If a vendor will not provide a tax form and/or reference their remittance address on the tax form (most applicable to procurement transactions):

- Consider payment via a ProCard
- Contact Procurement Services for assistance with identifying a different vendor

Best practices to reduce fraud:

- Inform vendor to submit tax forms directly to AP
- When possible, utilize existing UC strategically sourced agreement vendors (e.g. BCD, UCTC, etc.)
- Utilize a ProCard for the transaction as appropriate.
 - Department must ensure control procedures are in place to promptly identify and report questionable ProCard transactions.



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Future Meeting Dates

- Aver Smith

Upcoming ePay/Travel User Group Meetings

Meetings will be held at the Alumni Center on the following dates:

- October 2019 – TBD
- February 3, 2020 – 3:00pm – 4:30pm
- May 2020 - TBD



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Questions

Questions





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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-zP0XAVHxa7awvOrxBsjMdUKiFxZRURFIVN09KVIFLMjVYMExaQ0dQTjA4WjNaVy4u>