

TOPICS

EMAILING ORIGINAL INVOICES - REMINDERS

eVA RESPONSE TIMES - UPDATE

PAYMENTS TO FOREIGN INDIVIDUALS

REFUND JOURNAL VOUCHER APPROVALS

P-CARD INFORMATION

TRAVEL TRAINING CLASS

TRAVEL REMINDERS

WOMAN-OWNED ENGINEERING SERVICES / PRODUCT SUPPLIER

GREEN BUSINESS CARDS

ePRINT BUDGET REPORTS

Procurement, Real Estate, and Insurance Services

EMAILING ORIGINAL INVOICES - REMINDERS

Listed below are the top 5 mistakes being made by departments using the email account deptinvoices@vcu.edu to send original invoices to Accounts Payable. These emails will be returned to the sender to correct which will slow the payment process.



- No PO# entered in the subject line and no PO# written anywhere on the scanned document itself.
- Multiple invoices, scanned separate, but still included in one email together.
- A packing list sent instead of an actual invoice.
- Multiple invoices scanned together in one attachment, instead of separate emails.
- No invoice, back up documentation sent instead.

eVA RESPONSE TIMES - UPDATE

Technology Services responded to eVA response time issues and believe the problem has been fixed. If you continue to experience slow downs or being kicked out of eVA, please contact please contact Keith Deane at 828-9931 or Vernon Williams at 828-9918 in Technology Services.

PAYMENTS TO FOREIGN INDIVIDUALS

A new training is being developed for departments who pay foreign individuals for services or honorarium. The training will address what tax forms are required for payments to be processed, how to enter the information properly in eVA and the required communication with the Office of International Education. An email will be sent when the training is posted. Departments that process these types of payments should plan to attend.

REFUND JOURNAL VOUCHER APPROVALS

Procurement and Payment occasionally receives refund checks from vendors. These checks are identified and a member of our staff completes Journal Vouchers in Banner to credit the department for the refund. A large number of these Journal Vouchers are not being approved in a timely manner. Please be sure to approve Journal Vouchers within 5 business days.



P-CARD INFORMATION

Gambling Transactions

The following message will be included on your November P-Card statement regarding gambling transactions. Since Merchant Category Codes (MCC) for gambling transactions are restricted on your individual account, no action is required. **This notice is not being posted due to activity on your account.**

“You must not use your account for illegal transactions, for example those prohibited by the Unlawful Internet Gambling Enforcement Act, 31 U.S.C. Section 5361 et seq.”

Reviewer/ Authorized Approver

Previously a supervisor was the only individual allowed to request a limit change for a cardholder. A procedural change has been made to allow these requests to be made by the Reviewer/Authorized Approver. The Reviewer/ Authorized Approver is the individual responsible for requesting: limit changes; removal of industry restrictions; and cancellation of cards. This individual is also responsible for reviewing and approving cardholder's monthly statement reconciliations and ensuring compliance with p-card policies and procedures. Typically, this is an individual with fiscal responsibilities or the cardholder's supervisor.

Changing Departments

Your p-card is linked to your department. If you move to a different department, you must give your card to your supervisor to destroy and the supervisor must notify the Program Administration Team (PAT) to have the card cancelled. To obtain a card for your new department, complete a new agreement form. Both the cardholder and the Reviewer/Authorized Approver must successfully complete required training annually.

Penalties

Your card and eVA access may be suspended for up to three months or permanently revoked, if you:

- authorize a charge in excess of your transaction or monthly limit, or split a purchase in order to circumvent the transaction limit,
- accept store credit for returned merchandise without notifying the Program Administrator,
- knowingly allow another person to use your card,
- purchase a restricted item,
- pay state sales tax on goods (tax is allowed on food purchases),
- do not follow proper documentation procedures.

TRAVEL TRAINING CLASS

The November Beginning Travel Training Class will take place on Tuesday, Nov 17, 2009, from 8:30AM - 12PM. This class is intended for the true beginner or for someone who has been out of practice doing travel for quite some time. We will cover policy basics and complete some practice questions to apply your new knowledge. The class will also provide guidance as to how to properly complete a Travel Authorization and Travel Expense Reimbursement Form.





Class will be held in Conference Room 200, at 10 South 6th Street. To register, go to: <http://training.vcu.edu/>. Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search." Next, select "Beginner Travel Training" and follow the instructions to register. Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078 with questions concerning this training class..

TRAVEL REMINDERS

Timeframe to Submit Travel

Travelers should submit the Travel Expense Reimbursement Voucher (TERV) to the supervisor within 30 days after completion of the trip. In the case of continuous travel, the traveler must submit the TERV to the supervisor within 30 days of the last day of travel for which reimbursement is requested.

However, any travel submitted to the Traveler's Supervisor beyond sixty (60) days after the last day of travel must be accompanied by the following:

- ⊙ A written explanation as to the causes of the delay in submission.
- ⊙ A corrective action plan to prevent such occurrences in the future.

The corrective action plan must be approved by the respective Office of the VP prior to reimbursement being processed for payment.

Lodging Cost Justifications

Lodging expense reimbursement varies with the travel destination, but all expenditures must be necessary and reasonable. Lodging limits must follow the CONUS and OCONUS rate tables.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Reimbursement for lodging is limited to actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. Expenses in excess of the guidelines may be reimbursed up to 100% overage when proper justification can be provided. When lodging is at the conference hotel, stating "conference hotel" is all that is required. For non-conference hotels, VP Designee approval and cost justification is required. Examples when this exception may be justified are as follows:

- Where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g. taxi or rental car expense avoided) between a hotel and the business destination.
- Safety of the travelers.
- Specific accommodations are required that are not available at facilities within the lodging guidelines.

Mileage for Personally Owned Vehicles

The employee must conduct a cost/benefit analysis when claiming the higher mileage rate to determine whether a State-owned/ Enterprise rental or a personally-owned vehicle should be used in official State travel. Generally, a personal automobile is considered cost beneficial under the following circumstances:

- When occasional travel is planned for distances up to 100 miles per day.
- When an emergency exists and is approved by the Traveler's Supervisor.

Examples of other factors that can be considered in the cost benefit analysis are:

- Distance to the nearest Enterprise location
- Enterprise hours of operation (e.g. A one day trip may require a 2 day rental due to an early departure and late return time.)
- Administrative time required to obtain the Enterprise rental car
- The type of vehicle required and the number of travelers





This justification must be documented and attached to the TERV..

WOMAN-OWNED ENGINEERING SERVICES / PRODUCT SUPPLIER

Hampton R&D, Inc. is a Department of Minority Business Enterprise (DMBE) certified and eVA registered small, woman-owned business headquartered in Lynchburg, Virginia.

Experienced in Electro Mechanical Packaging, DFA, DFM and RFI / EMI Shielding, Hampton R&D, Inc. provides engineering services, to include product development from concept to production using plastics, sheet metal & aluminum.

In addition, Hampton R&D, Inc. can supply various types of products, such as test equipment, medical supplies, wire and cables, industrial controls, electronic equipment and surveillance equipment.

For more information, please visit <http://www.hamptonrd.com/>; or contact Mr. Nabeel Kamal, at 434-845-7613 / NABEEL@HAMPTONRD.COM.

GREEN BUSINESS CARDS

Business cards produced with 100% recycled post-consumer waste can now be ordered through eVA. When it's time to replenish your business cards, think "green".



ePRINT BUDGET REPORTS

FGRBDSC and FGRODTA reports are now available on e-Print at <https://eprint.adm.vcu.edu/cgi-bin/eprint.cgi>.

As you review the reports you may have questions concerning the data contained within them. Please briefly outline your questions on a Financial Inquiry and forward directly to the appropriate department via e-mail, fax, or campus mail. Remember that you can check the status of deposits or disbursements through the on-line inquiry screens.

