

### TOPICS

*PROCUREMENT & PAYMENT QUESTION & ANSWER (Q&A) FORUM*

*CHARGE CARD PROGRAM*

*AIRGAS NATIONAL WELDERS - RECONCILIATION*

*CHANGE IN ENCUMBERANCE ADJUSTMENTS ON GRANTS*

*WOMAN-OWNED WINDOW TREATMENT BUSINESS*

*TRAVEL TRAINING CLASSES*

*MOVING AND RELOCATION TRAINING CLASS*

*TRAVEL REIMBURSEMENT REMINDERS*

*TRAVEL EXPENSE REIMBURSEMENT VOUCHER UPDATED*

*ePRINT BUDGET REPORTS*

### Procurement, Real Estate, and Insurance Services

#### **PROCUREMENT & PAYMENT QUESTION & ANSWER (Q&A) FORUM**



Procurement & Payment would like to invite you to an open Procurement & Payment Question & Answer (Q&A) Forum. The Q&A Forum will be held on the Monroe Park Campus in Commons Theater from 9:00 a.m. to 11:00 a.m. on Tuesday, September 15, 2009.

Please plan to attend. This is a great opportunity to ask questions regarding the P-card requirements, Travel changes, eVA Integration and other Procurement & Payment topics. No registration is required as there will be 200 available seats.

#### **CHARGE CARD PROGRAM**

##### ▪ **Program Administration Team**

The Department of Accounts (DOA) has been receiving calls directly from cardholders who do not know the name of their Program Administrator(s) or their 3-digit agency number. When contacting Bank of America the cardholder may be asked to provide this information. VCU's agency number is 236 and the Program Administrators are Thelma Stockton 8-4232 and David Zoll 6-2886. Questions regarding the corporate card program should be directed by email to [corpcard@vcu.edu](mailto:corpcard@vcu.edu) or by calling one of the Program Administrators.

##### ▪ **Travel Card Increase Requests**

The Individual Liability (Employee Paid) Travel Card credit limit is based on the employee's credit history which could be less than the amount set during the application process. If you need a travel card increase do not call Department of Accounts or Bank of America, contact VCU's Program Administrator(s) by email at [corpcard@vcu.edu](mailto:corpcard@vcu.edu) or by calling Thelma Stockton 8-4232 or David Zoll 6-2886.

##### ▪ **Travel Card Payment Center**

When a cardholder sets up access on-line to pay their Travel Card bill through the Payment Center to Bank of America the paper statement is no longer generated. Therefore, the cardholder should set up an email notification to alert you when the bill is available on-line to ensure timely payment.

#### **AIRGAS NATIONAL WELDERS - RECONCILIATION**

The monthly statement from Airgas provides departments with a current list of the cylinders being charged to your account. It is important for departments to ensure all cylinders on this list are in your area. If you detect



any discrepancies between the Airgas list and your inventory you should contact Airgas and speak with Ms. Jo-Ell Zihlerl, Ms. Elaine Harlow or Mr. Lou Steele at 649-3381. If the discrepancy is not resolved to your satisfaction, please contact Fred Delboy in Purchasing at [fdelboy@vcu.edu](mailto:fdelboy@vcu.edu) or 828-0157.

### **CHANGE IN ENCUMBERANCE ADJUSTMENTS ON GRANTS**

Departments will no longer be able to key adjustments to subaward encumbrances. All encumbrance entries for subawards will be keyed by the Office of Sponsored Programs. If you have any questions, please contact the Banner Finance Hotline at 828-0388.

### **WOMAN-OWNED WINDOW TREATMENT BUSINESS**

Chandler Shades is a Department of Minority Business Enterprise (DMBE) certified small woman owned business. The company specializes in window blinds and window shades. In addition, projection screens, white marker boards and tack boards are also available. Contact Mindy Parrish, the President of Chandler Shades, at 804-232-8036 for assistance.

### **TRAVEL TRAINING CLASSES**

The September Beginning Travel Training Class will take place on Tuesday, September 22, 2009, from 8:30AM - 12PM. Please note: This class is intended for the beginner. The basics of policy will be covered along with how to fill out and submit a travel reimbursement. Please bring a calculator in order to work through several sample calculations.

A Refresher Travel Training Class will be offered Thursday, September 24, 2009 from 8:30AM - 12PM. Come prepared with questions on policy or travel issues that you would like to have answered. Please note: This class is not intended for the beginner, but rather for those who have a working knowledge of travel policy and would like to clarify their understanding of it. The basics will not be covered.

Both classes 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 the appropriately titled class and follow the instructions to register. Please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078 with questions concerning these training classes.

### **MOVING AND RELOCATION TRAINING CLASS**

This 3-hour class covers the basics of Moving and Relocation policy as well as the particulars about how to complete a Moving and Relocation reimbursement package. The training session is excellent for the beginner, but also serves as a good refresher course for the person experienced in the preparation of Moving and Relocation.

The class will take place on Tuesday, September 29, 2009 from 9AM - 12PM 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." Select "Moving and Relocation Training Class" and follow the instructions to register. Please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078 with questions concerning this training class.





## **TRAVEL REIMBURSEMENT REMINDERS**

In order to expedite the payment process for travel reimbursements, please keep in mind the following:

- Overall business purpose for the travel (no acronyms or abbreviations)
- Make sure that traveler has updated their address in Banner Self Service so that it matches what is shown on the TERV
- Lodging overage explanations:
  - o Stating "Conference hotel" is sufficient when lodging at conference hotel up to 200% of the state rate; VP approval and local funds are required for >200%
  - o For non-conference hotels, cost justification must be given for overage up to 200% of the state rate with VP Designee approval; VP approval and local funds are required for >200%
- When personal days are combined with a business trip to a foreign country, the TERV must be accompanied by a [Foreign Certification Form](#).
- Per Diem Rates and all conversions must be attached in order to process foreign travel reimbursements. Conversions must be done for the date on which the expense was paid.
- When an employee is claiming over 100 miles/day at the higher rate of \$.55/mile, a cost justification must be provided or the rate will be reduced to \$.246/mile.

## **TRAVEL EXPENSE REIMBURSEMENT VOUCHER UPDATED**

Updates have recently been made to the [Travel Expense Reimbursement Voucher](#). Please make sure that the most recent version of this form is being utilized when submitting for reimbursements through Accounts Payable.

## **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.

