

General Accounting Update

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IMPORTANT DATES:

July 18 – Inventory of Consumable Supplies and Commodities/Capital Outlay Items Purchase for Resale Due

July 21– July BPC Vouchers Due

August 4 – Projected Release Date of New Facilities Invoice Voucher

August 14 – Eforms Training
10:00 am to Noon
21 Anderson
Register At
<https://dfs.ksu.edu/events/register.aspx>

Changes to FY15 Travel Rates

The new FY15 travel rates have been released by the state as communicated earlier this month through the General Accounting listserv and updates in PPM 6410. There are substantial changes this year to be aware of and I encourage you to communicate the changes to staff and faculty who may be affected by them when you have the opportunity.

The per diem allowances for in-state, out-of-state and border city have decreased by \$1/day, making the daily allowance for FY15 (7/1/14 and later) \$46.00. Out-of-State High, Out-of-State Special High and International per diem rates were all increased. Additionally, the State authorized a new option for reimbursing *meal and incidental (per diem)* expenses associated with International Travel. For International Travel, Departments may continue to use the State set default per diem rate (\$69/day) for meal reimbursement, reimburse actual receipts up to \$127/day, or can use the U.S. Department of State International Per Diem Rate for Meals and Incidentals to



substantiate international travel reimbursement.

For Departments choosing to substantiate with the U.S. Dept. of State Rates, please visit the website located at http://aoprals.state.gov/web920/per_diem.asp and search by the city and country location that is the intended business travel destination for that day to determine the rate used. You will notice these rates change monthly so you will need to select the corresponding month to determine the rates to use for that travel period. For example if the travel date you are reviewing is 7/6/14, you would use the 07/01/2014 rate table. If the travel crosses months, you would need to use two different date tables to determine the rate. For example if the travel was 7/30 to 8/5, you would use the 07/01 rate table for the 7/30 and 7/31 travel and the 08/01 rate table for the 8/1 to

8/5 travel. For the final business day of travel, you will use the final business departure location. We ask that you use the Foreign Travel Per Diem Calculator located in Eforms and attach this form, along with the print out of the rates for the corresponding month by city and country location, to the travel reimbursement.

An additional change that may impact travelers is the reduction of the out-of-state lodging rate to the equivalent of the in-state/border city rate. For travelers attending a conference or a designated meeting location where the lodging exceeds the 150% rate, please use the Request for Actual Conference Lodging, located in Eforms. For lodging that does not meet the criteria mentioned above, please attach a cost comparison that includes the rates for other hotels in the same vicinity as substantiation.

Please feel free to contact myself or Elise Canaski with any questions regarding the changes.

Memory Buffington,
Assistant Director
785.532.1845

General Accounting Contact Information

532-6202



BPC Questions:

bpc@k-state.edu

Invoice Date Reminders

We have greatly appreciated the attention to detail in regards to invoice dates. Because of this, we were able to eliminate required encumbrances and offer more accurate reporting for the University.

For those who were unable to attend the Year-End training where we went over additional information and reminders

information and reminders regarding invoice dates, I want to offer a few reminders to assist you:

*Invoices that cross fiscal years must be separated on two different payment vouchers and not lumped together.

*The transaction date for services (E2xxx) is determined by the end date of service (see service contract

http://www.k-state.edu/finsvcs/accounts_payable/2014%20Fiscal%20Year%20End%20Presentation.pdf).

*The transaction date for purchase of commodities (E3xxx/E4xxx) is the invoice date.

*When combining multiple invoices you use the most recent date from the parameters listed above as the transaction date.

Changes to Asset Management

Asset Management has recently transitioned from part of Financial Reporting to General Accounting. General Accounting now encompasses both the Accounts Payable and Asset/Inventory Management sections for the University.

DeeAnna Fugate is the Fiscal Analyst for Asset Management and is happy to assist with questions relating to fixed assets, disposition of property and other asset and inventory related items.

A reminder that all FY14 *Inventory of Consumable*

Supplies and Commodities/Capital Outlay Items Purchase for Resale were due July 18, 2014. This form may be found in Eforms under Inventory forms. If you have not yet completed this, please do so as soon as possible and return to 220 Anderson Hall.

Upcoming Changes to UMB BPC Online Access

UMB Bank is transitioning their online banking tool to a new format. This will impact the UMB Online Access Feature (commercialcard) that BPC Cardholders use to electronically view their purchases through UMB.

We will be working with UMB over the next month to transition to this new tool and will keep you informed of how this will impact the cardholders in your area and any additional steps that need taken to gain access to the new tool.

Facilities New Invoice Process Begins in August

Facilities recently gave presentations to campus departments regarding their new Facilities Invoicing Process that will begin in August. For more information regarding how to gain access to the Invoice that will be issued on August 4th or how to gain Eforms access, please visit the Facilities website (<http://www.k-state.edu/facilities/>) or contact Loleta Sump, Direct of Customer Service, at loleta@ksu.edu or 785-532-1718.