

General Accounting Update

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IMPORTANT DATES:

February 16, 2015
President's Day
Banking Holiday

February 20, 2015
February BPC Vouchers
Due

February 25, 2015
February Eforms Training
9 am - 11:00 am
<https://dfs.ksu.edu/events/register.aspx>

Travel Resources Available



Employee travel can take on many forms: attending a meeting, participating in a conference, traveling internationally for research. In an effort to assist departmental accounting and administrative staff who often are asked to assist with travel questions, I thought it would be beneficial to highlight some of our most frequently asked travel questions.

Q: Where do I find the current per diem and maximum lodging rates to use when reimbursing a traveler?

A: All rates may be found in PPM 6410 and are also available in a spreadsheet version on our travel page, <http://www.k-state.edu/finsvcs/generalaccounting/travel.html>.

Q: A KSU traveler will be attending a business meeting in Topeka at 7:00 am and will not return until 8:00 pm. Is he/she eligible for per diem reimbursement?

A: In the situation of one-day travel, one meal (per diem) may be reimbursed to an individual if the business activity is more than 30 miles away from the official station and the

normal workday is extended by 3 or more hours (see PPM 6410.110 for full details). The meal being reimbursed must be noted in the comments.

Q: A traveler is renting a car during business travel for business purposes, what kind of car should he/she rent.

A: Travelers should rent the most economical car to meet their business needs. Typically, an intermediate, standard, or mid-size car can meet the needs of the traveler. If a larger car is rented, additional detail outlining the business nature is requested.

Q: Should a traveler opt for any of the insurance options when he/she rents a car?

A: If a traveler is renting a car using the KSU BPC card, the Collision Damage Waiver (CDW) and Loss Damage

Waiver (LDW) are automatically covered by UMB Visa in most cases and the traveler does not need to purchase it. If a traveler is using a personal card for the rental, LDW and CDW are not automatically covered so these insurances are reimbursable. Additionally, Personal Effects Insurance (PEI) may be reimbursed when a traveler is traveling with University equipment.

Q: Where may I go to find answers to questions regarding foreign travel, including the U.S. Dept. of State Rates, Fly America Act, Visa Requirements and Currency Conversion?

A: Visit our travel website: <http://www.k-state.edu/finsvcs/generalaccounting/travel.html>.

Q: What do I need to do if a traveler is going to attend a conference and the lodging exceeds the maximum daily rate?

A: Complete the Request for Actual Conference Lodging Form (in Eforms) and attach conference materials that show the lodging is at a designated conference hotel and the applicable rate.

General Accounting Contact Information

532-6202



BPC Questions:

bpc@ksu.edu

Training Events:

<https://dfs.ksu.edu/events/register.aspx>

Expediting Vendor Processing and Payments

In order to assure that payments to vendors are processing as promptly as possible and that vendors are able to apply the payments they receive timely, there are a few tips to keep in mind when creating the Agency Payment Vouchers (APVs).

Before typing vendor name information into the APV, always first search for the vendor. You may need to search by a portion of the name to make the search more comprehensive. If the vendor is not already in the KSU system, you will

need to request a current W-9 that is clearly legible, signed, and dated. It is okay to accept a scanned copy of a W-9 from a vendor as long as the copy that we are provided is dark enough and legible enough to read.

It is common to have more than one KSU department utilize the same vendor for services or commodities provided. Because of this it is essential that the Remittance Portion of the document include information that clearly identifies your account with the vendor and/or the invoice you are trying to pay.

For vendors that have a third-party payment processing center or a centralized processing center, and multiple invoices are being paid on one check, it is recommended the check be mailed directly to the vendor from KSU with a copy of the invoices and/or APV so that the payments may be applied correctly. You may do this by selecting an "A" in the payment indicator and sending a vendor copy of the document with the original. Completing these steps will help ensure timely payments.

Update to State Owned Vehicle Usage Policy

PPM 6420.070 was recently updated, outlining new information relating to vehicle travel records and expenses for service vehicles owned by campus departments. The revised policy states that:

*"Each operator of a state owned vehicle is to record on a **Vehicle Use Log** the destination and the purpose of trips taken that extend beyond the vicinity of the campus and/or work location of the vehicle. The entry should include the beginning and the ending mileage of the trip. The **Vehicle Use Log** is to be retained in the vehicle and upon completion of each log sheet; the form is to be kept on file in the department. Vicinity use miles do not need to be recorded on the vehicle use log."*

In addition to the revised policy, an updated Vehicle Use Log was created as well. Please pass this information along to users in your department who utilize this information.

<http://www.k-state.edu/policies/ppm/6400/6420.html>