

# General Accounting Update

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## Changes to Scholarship, Fellowship, Participant Payments – E56xx

The Division of Financial Services strives to provide the best guidance for our campus departments regarding University, State and Federal policies and guidelines. In conducting a comprehensive review of Scholarship, Fellowship and Participant Payments we discovered that inconsistencies existed between departments across our campus. To best address these gaps, we have developed a detailed guide regarding these payments located in PPM 6320.070, <http://www.k-state.edu/policies/ppm/6300/6320.html>. The new chart and accompanying descriptions will replace the E56xx form in Eforms.

Beginning July 1, 2015  
Departments will no

longer be asked to complete the E56xx form, but instead will be asked to follow the information provided in PPM Chapter 6320.070. Previous E56xx forms may still be accessed via Eforms through the Document Search for reference purposes, but Eforms users will be unable to create new forms.

The PPM Chapter provides valuable definitions, including a distinction between scholarships and fellowships. In addition, departments are asked to distinguish between students who are enrolled at KSU and those who are not so that reporting requirements may be met. The new section also addresses what tax reporting documents an individual may anticipate

receiving based on the type of funds received and when received funds are considered self-reportable by the individual.

As this information is applicable to both Grants and Non-grants, I strongly encourage you to share this with faculty and staff in your department who are involved with programs that provide funds to these groups of individuals.

Please contact Robin Loader, Elise Canaski, or me with questions regarding these new changes.

Thank you,

*Memory Buffington,*  
*General Accounting*  
*Assistant Director*

### IMPORTANT

**July 1- Beginning of FY16  
Mileage Rates**

**July 9-Let's Clean and Go  
Green Acquisition Event  
9:00 am to 1:00 pm  
Weber Arena**

**July 10-Change Fund  
Reconciliation Forms Due**

**July 21- July BPCs Due**

**July 22- June Monthly Fixed  
Asset Reports Due**

## FY16 Travel Rates Released from the State

The Fiscal Year 2016 Travel Rates were released by the State June 26, 2015. Beginning July 1, 2015 (travel on or after this date) a new private vehicle mileage rate of \$0.57 per mile will take effect, replacing the previous rate of \$0.56 per mile. There is no change from Fiscal Year 2015 for the meals or lodging reimbursement rates.

Any travel reimbursements submitted that include reimbursement of mileage that took place during FY15 will use the FY15 mileage reimbursement rates for travel prior to July 1, 2015. If travel spans more than one fiscal year, select the lower mileage rate and add the difference in the "Other" column.



Check out the **Let's Clean and Go Green Campaign**  
(Click picture above)

## General Accounting Contact Information

532-6202

**BPC Questions:**

[bpc@k-state.edu](mailto:bpc@k-state.edu)

## Let's Clean and Go Green Campaign

The Let's Clean and Go Green Campaign has already been a huge success. Departments across campus are taking advantage of the opportunity to dispose of unwanted, outdated or broken items at no cost to the department, including equipment, apparatus, furniture and fixtures. At this time, Bill Spiegel and his crew at K-State Recycling have booked all of the available times and are working hard to make it to every department that has requested their services.

The campus wide acquisition event is July 9<sup>th</sup> from 9:00 am to 1:00 pm at Weber Arena. Departments may view available items during that time and acquire them by completing associated forms. Staff will be on hand to assist departments in this process. Departments are asked to pick up items as quickly as possible that day as the remaining items will be prepared for the public auction. Additional questions regarding this event may be directed to DeeAnna Fugate, [dkfugate@ksu.edu](mailto:dkfugate@ksu.edu).

## Transaction Date Reminder

You may begin sending over documents for FY16 processing. All documents submitted will follow regular transaction date procedures. Please refer to the "tips" section location in Eforms when completing documents to ensure you are selecting the correct transaction date. If special circumstances occur due to Grant ending dates, please detail this in the description section of the document.

## Insurance Is Included

When business travel necessitates the use of a rental vehicle, KSU travelers are encouraged to use their BPC when completing the booking if possible. By using the BPC, the rental car will automatically have Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) covered by VISA as part of the UMB Visa bankcard program at

no additional cost to the University. This applies to Hertz, our contract provider, and all other rental car providers in the domestic United States. Travelers choosing to book rental cars using a personal payment method may elect to purchase the CDW and LDW and be reimbursed at the approval of the Department Head/Dean (or designee).

Personal Effects Insurance (PEI) used to cover KSU property is reimbursable when booking rental cars. Please note in the reimbursement/payment information regarding the KSU equipment being covered.

For additional travel information please visit <http://www.k-state.edu/finsvcs/generalaccounting/travel.html>.

## Address Updates on BPCs

In accordance with the new address system being adopted through Central Mail Services, we will be updating all campus addresses for BPC statements. The new address should appear with the Cardholder's Name, Department Abbreviation followed by room number and building code, and the USPS address.