

# CAL POLY POMONA



## **TRAVEL & DIRECT PAY WORKSHOP**

**MARCH 3, 2010 – MARCH 5, 2010**

# Workshop Agenda

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- Materials

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- How to Apply for your Travel Card
- More on your Travel Card
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- Travel Expense Claim (STD 262)
- Maximum Meal Reimbursement
- Prepaid Travel Expenses
- Time Frame to File
- Cancellation of Travel
- What will Delay your Reimbursement

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- What is Direct Pay
- New Direct Pay Form
- Authorized Transactions
- Submittal of Direct Pay Request
- What will Delay Your Payment
- Hospitality Expenses

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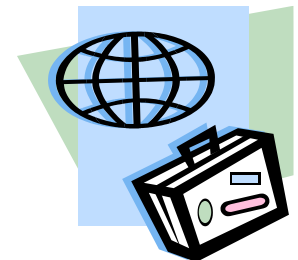
## 7. Survey form

# 1. American Express Program

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## *American Express Guidelines*

- American Express is the preferred method of payment for prepaid expenditures, so you can be reimbursed before your trip
- However if you use your personal credit card you will not be reimbursed until after your travel is completed
- Note: A Direct Pay form may be used to prepay your airfare and registration if remitting directly to the vendor



# 1. American Express Program Cont'd

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- The State sponsored American Express Corporate Travel card is the preferred card for payment of
  - Airfares
  - Hotel
  - Car Rental
  - Registration
- Prepaid travel expenses will be included and reconciled with your final expense claim submitted after travel has been completed

# 1. American Express Program Cont'd

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## *How to apply for your Travel Card*

- The American Express Corporate Travel application form is available online

[http://www.csupomona.edu/~procurement/graphics/docs/American\\_Express\\_App.pdf](http://www.csupomona.edu/~procurement/graphics/docs/American_Express_App.pdf)



- Download the form, fill it out, sign and forward it to the AP Dept for processing
- Your new travel card should arrive at your home within two weeks of submitting your application

# 1. American Express Program Cont'd

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## *More on your Travel Card*

- Once you receive your card, you need to register your card online
  - Your monthly statement is available online ONLY
  - No hard copy will be mailed from American Express
  - You are responsible for making payment directly to American Express
  - ★ ● After you register online, Amex will send an email alert when your statement is available to view online
  - It is important to keep your account current. (We receive a past due notice from the State)



# 1. American Express Program Cont'd

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## *What are the benefits of the Card?*

- It is a great tool to organize and keep a record of your travel expenses
- No annual membership fee
- Business Travel Accident Insurance (\$200K door to door)  
<http://www.travel.dgs.ca.gov/TravelerGuide/TravelerBestPractices.htm>
- Baggage Insurance
- For more details on the card benefits: <https://home.americanexpress.com>
- We can reimburse your prepaid expenses, such as airfare and registration before your trip, *only* if you use the American Express Corporate card



# 2. Travel Claim Procedures

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- Authorization to Travel on State Business (F-2963-01)
- Travel Expense Claim (STD 262)
- Original Receipts
- Supporting Documents
- January 1, 2010 - Car mileage 50 cents per mile



# 2. Travel Claim Procedures Cont'd

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## *Authorization to Travel on State Business (F-2963-01)*

- Form will be completed and approved prior to traveling
- Purpose of travel - a narrative describing nature of and justification for the travel  
How does the trip meet the objective of your department
- Expected travel expenses
- Dates and time of Official business
- Dates of Personal travel
- Destination, Traveling by auto, air, etc
- Name and phone number of person who filled out the claim
- Approval of next level supervisor (MPP). Int'l travel needs VP signature
- Authorization for expenses \$1,000.00 and above need a VP signature
- Funding Source with approval

# 2. Travel Claim Procedures Cont'd

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## *Travel Expense Claim Report (STD 262)*

- Lodging – receipt/folio showing zero balance even if booked online (now required)
  - Airfare (lowest rate) Itinerary, Boarding Pass (required)
  - Rental Car – Enterprise – gas
  - Parking – valet parking is not reimbursable, only self parking rate reimbursable
  - Taxi / shuttle
  - Registration
  - Agenda and/or Conference flyer
  - Validation of your attendance/course material
  - Remarks and details explaining charges
  - Reconciliation
- \*\* Please submit an original, **itemized** receipt, not a credit card receipt. Receipts should be marked "**paid**" or show a **zero** balance \*\*
- \*\*\* You need to be prudent when booking hotel, airfare, and car rental. In other words use the most economical method \*\*\*

# 2. Travel Claim Procedures Cont'd

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## *Maximum Meal Reimbursements for actual expenses*

(Expenses must be incurred 25+ miles from Cal Poly or your home whichever is less)

Up to \$50.00 for actual meal costs and \$5.00 for incidentals may be reimbursed for each complete 24-hour period as follows

Breakfast \$10.00 - *Travel begins before 7am or ends after 9am*

Lunch \$15.00 - *Travel begins at or before 11am or ends after 2pm*  
*Travel less than 24 hours, lunch cannot be claimed*

Dinner \$25.00 - *Travel begins before 4 pm or ends after 6pm*

**All actual meal expense reimbursements for daily travel of less than 24 hours are taxable and reportable income. They will show up on your W2 at the end of the year**

# 2. Travel Claim Procedures Cont'd

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## *Prepaid Travel Expenses*

- The original Authorization to Travel form will be submitted with the Travel Expense Claim (STD262)
- Final Travel Expense Claim submission, after travel has been completed, will include a copy of the Authorization to Travel and an accounting of all prepaid travel expenses. All expenses will be reconciled
- Documentation needs to be provided when claims are split between CPP Foundation, ASI and State funds. Provide copy of the corresponding claim.
- Prepaid travel expenses can only be reimbursed *before* your trip if you use the American Express Corporate Card
- You may use your own Credit Card. However, you will not be reimbursed until after your travel is completed
- Another choice for prepayment of Airfare and Registration is a direct payment to the vendor from our A/P department

## 2. Travel Claim Procedures Cont'd

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### *Time Frame to File*

Expense accounts shall be rendered **at least once a month** and not more often than twice a month except that if the amount claimable for any month does not exceed \$10.00, the filing may be deferred for a reasonable period of time not to exceed 60 days. At the end of a fiscal year, travel expenses claimed for July 1 and beyond will be on a separate travel expense claim from those claimed for June 30 or earlier. In no event shall expense accounts totaling less than \$1.00 be rendered or paid.

Reference: CSU Travel Policy, **FS 2010-01**, Attachment A, page 3, 104-B



Example: Supervision of student teachers, mileage claim will be submitted monthly

## 2. Travel Claim Procedures Cont'd

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### *Cancellation of travel*

If your travel is cancelled and you have received prepayment reimbursement, the money must be returned to the originating travel expense account/ budget

*The money cannot be used for any other purchases*



# 2. Travel Claim Procedures Cont'd

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## *What will Delay your Payment Request*

- Incorrect Expense Account
- Incomplete/Inaccurate Claim Report
- Missing Receipts / Supporting Documents
- Incorrect Authorized Signature(s)
- For tracking and auditing purposes only use the following **correct** expense accounts
  - ✦ In State Travel 606001
  - ✦ Out of State Travel 606002
  - ✦ Presidential Faculty Travel 660033

# 2. Travel Claim Procedures Cont'd

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Sample Travel Expense Claim Report – Please see hand out

TO WHOM ISSUED		ISSUING OFFICE		DATE PREPARED	
John Traveler		Accounting		12/4/67	
UNIVERSITY ADDRESS		UNIVERSITY ADDRESS		UNIVERSITY ADDRESS	
CSU Poly Pomona		CSU Poly Pomona		CSU Poly Pomona	
3801 W Temple Ave		3801 W Temple Ave		3801 W Temple Ave	
Pomona CA 91768		Pomona CA 91768		Pomona CA 91768	
TRIP INFORMATION		LOGGATION		TRANSPORTATION	
DATE	TIME	WHERE EXPENSES WERE INCURRED	AMOUNT PAID	RECEIPT NO.	AMOUNT
2/24	6:30am	Pomona to Sacramento	15.00	23.00	150.00
2/25		Sacramento	99.00	25.00	5.00
2/26		Sacramento	10.00	15.00	26.00
2/27	3 yrs	Sacramento to Pomona	10.00	15.00	5.00
Prepaid Claims					
Air & Regis					-150.00
SUB-TOTALS			291.00	20.00	45.00
TOTAL			73.00	15.00	40.00
CLAIM TOTAL					334.00
TRIP PURPOSE		TRIP PURPOSE		TRIP PURPOSE	
Travel to CSU Sacramento for training workshop on new system wide accounting procedures. Representation from each campus required by the Chancellors Office		TRIP PURPOSE		TRIP PURPOSE	
Airfare and Registration fees prepaid and reimbursed Jan 2010		TRIP PURPOSE		TRIP PURPOSE	
30 Miles from home to Ontario Airport		TRIP PURPOSE		TRIP PURPOSE	
DATE		DATE		DATE	
3/1/10		3/1/10		3/1/10	

RECONCILED CLAIM



# 3. International Travel

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## *Key information for International Travel on State Business*

<http://www.csupomona.edu/~rms/>

When an employee, faculty or staff, is traveling on State business to a foreign country, the department must purchase Foreign Travel Insurance for the employee prior to the travel date. This insurance policy provides General Liability, Auto Liability, Workers' Compensation, Primary Accident and Illness coverage.

### ❖ Insurance Cost for Employee:

- Trips up to 15 days duration: \$50.00 per trip/employee
- Trips up to 30 Days duration: \$65.00 per trip/employee
- Trips in excess of 30 days can also be accommodated

### ❖ Insurance Cost for Student:

- Trips up to 15 days duration: \$40.00 per trip/student
- Trips up to 30 Days duration: \$50.00 per trip/student

**Note:** Coverage for students does not include workers' compensation. If the student is traveling through the Study Abroad Program they should go through the International Center for coverage under a different program.

# 3. International Travel Cont'd

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*The coverage includes, but is not limited to:*

- **Emergency Medical Evacuation-** if it is determined that adequate medical facilities are not available locally, arrangement and payment for emergency medical evacuation under medical supervision, if necessary, to the nearest location with adequate facilities.
- **Repatriation-** if medically necessary to repatriate the employee to a facility which is in the country of residence of the employee or a location in the country of which the employee is a citizen, following stabilization.
- **Executive Assistance Services, such as...**
  - **Emergency medical, travel, personal and security services-** 24 hour coverage, from the time the participant leaves until they return
  - **Supplies embassy and consular contacts worldwide, and assists in replacing lost documents.**
  - **Legal Assistance-** connects participants with local attorneys familiar with court systems in foreign countries and provides local language translation services
  - **Security Assistance-** offers pre-trip security briefings and updated reports on security situation in cities worldwide.

# 3. Driving on University Business

Employees must meet the following three (3) requirements before you can authorize them to drive on university/state business:

- 1. Be Enrolled in the DMV Employer Pull Notification Program:** Through this program, the DMV provides an initial DMV report to Risk Management followed by annual updates and mid-year updates when there is a change to the employee's driving record, such as tickets, suspensions, etc.

Ensure that your employees are enrolled by viewing the [DMV Pull Program Log](#). To enroll, employees need to complete an [Application for Vehicle Operation Authorization Form](#) (submissions information is on the form). Risk Management generally receives a response from the DMV within 3 to 4 business days; you will receive an email notification regarding your employee's driving status at that time.

- 2. Complete Defensive Driver Training Program (DDTP):** Employees who drive on university business with a frequency of at least once a month must take this course every four years; student assistants are required to take the course regardless of driving frequency.

# 3. Driving on University Business Cont'd

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## 3. **If Driving Private Vehicle, Complete Annual Certification- Form STD 261:**

The [Authorization to Use Privately Owned Vehicle on State Business \(STD Form 261\)](#) is a requirement for employees using their privately owned vehicles on university /state business.

Authorization forms are valid for a period not to exceed one year. Once completed, the STD. Form 261 may be signed and dated annually by the employee and their manager to certify that it is current. This form is to be maintained by the department.

The CSU guidelines further state, "The supervisor shall verify that there is a fully executed current authorization form on file before signing a Travel Expense Claim, STD. Form 262, for the claimant."

## **Auto Insurance Requirement for Travel in Mexico**

When traveling to Mexico on State business, Mexican auto insurance must be purchased.

To purchase the insurance coverage or for further detail on International traveling, please contact Valerie Eberle, University Risk Management extension 4846. Please provide the employee's name, student's name, the dates of travel (beginning and end date) and location of travel.

# DIRECT PAY

# 4. Direct Pay Cont'd

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- **What is Direct Pay**
- **New Direct Pay Form**
- **Authorized Transactions**
- **Submittal of Direct Pay Request**
- **What will Delay Your Payment**
- **Hospitality Expenses**



# 4. Direct Pay

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## *What is Direct Pay?*

- Direct Pay is a process to pay vendors directly for routine purchases
- Direct Pay is also used to reimburse employees who have paid the vendors on behalf of the University. These should be the listed allowable direct pay transactions
  - ★ Payments for services listed on the allowable transactions list such as Honorariums will be made by the University. Tax requirements for Independent Contractors or Sole Proprietors will be reported to the IRS as earned income

# 4. Direct Pay Cont'd

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## *What's new?*

- Direct Pay Form (F-3820)
- Requisition form (F-252-13) is no longer accepted for Direct Pay

# 4. Direct Pay Cont'd

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## DIRECT PAY FORM

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
Accounts Payable, Bldg 98-B1-113, ext. 2014

**THIS FORM SHALL BE USED FOR AUTHORIZED DIRECT PAY TRANSACTIONS ONLY.**

NAME/TITLE: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CONTACT PERSON/BUSS. LC BY: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**CHECK THE APPLICABLE ITEM BELOW.**

A*	B	C
<input type="checkbox"/> Ask for Reimbursement, check provided by HR, that requires a receipt	<input type="checkbox"/> Access to Fee	<input type="checkbox"/> Medical Dental/Finger printing
<input type="checkbox"/> Ask Student in City fees	<input type="checkbox"/> Candidate Lodging & Meals (College West)	<input type="checkbox"/> New Hire Fingerprint (Personnel File)
<input type="checkbox"/> Books & Subscriptions	<input type="checkbox"/> Candidate Reimb. of Interview Expenses	<input type="checkbox"/> Don't Exceed of Max. Travel Expense (Business Expenses less than \$500 per 30 days)
<input type="checkbox"/> Certification & Renewal Fees	<input type="checkbox"/> Excess Log. Charges on Used Equip.	<input type="checkbox"/> Flight Fees
<input type="checkbox"/> Client or Printing & Processing Fees	<input type="checkbox"/> Job Cost Fees	<input type="checkbox"/> Equipment for Client Performance
<input type="checkbox"/> Membership	<input type="checkbox"/> Multi-Coverage Meet. Hospitality Policy	<input type="checkbox"/> Rental Fees
	<input type="checkbox"/> Remittance/Quest. Leases	<input type="checkbox"/> Food Rental at College West, HQ
	<input type="checkbox"/> Insurance Premiums for Risk Mgmt.	<input type="checkbox"/> Direct Vendor Pre-Tax/Exp.

\*Please consider use of the Procurement Card for items in Column A

**ORIGINAL DOCUMENTS, RECEIPTS, INVOICES, ETC... MUST BE INCLUDED WITH THIS SIGNED ORIGINAL FORM.**

Description/Justification:	Amount
<b>TOTAL TO BE PAID:</b>	<b>\$0.00</b>

CHARIT. ID	FORM	FUND	OFF	PROGRAM	CLASS	AMOUNT

CHARIT. ID	FORM	FUND	OFF	PROGRAM	CLASS	AMOUNT

**CHECK ONE (IF APPLICABLE)**  
 Admin. in Progress     Call for Pick Up    DATE CHECKS REQUIRED (By) \_\_\_\_\_

I HEREBY CERTIFY/AUTHORIZE THAT THIS EXPENDITURE IS NECESSARY FOR THE UNIVERSITY'S MISSION.

UNDER \$1,000.00

OVER \$1,000.00

Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Print/Type: \_\_\_\_\_ Print/Type: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_

AS-200-00 Rev. 2/10



# 4. Direct Pay Cont'd

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## *Authorized Transactions*

- Ad for recruitment (not placed by HR) that do not require PO
  - Ads placed in Poly Post
  - Books & Subscriptions
  - Certification & Renewal Fees
  - Citation, booking & processing fees
  - Membership
  - Accreditation Fees
  - Candidate Lodging & Meals
  - Candidate Reimbursement of interview expenses
  - Food/beverages (see Executive Order No. 761 Hospitality Policy)
  - Honorariums/Guest Lecturer
  - Direct Vendor Pay - Travel
- ★ For More transactions...refer to the Direct Pay form (F-3820)

# 4. Direct Pay Cont'd

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## *Submittal of Direct Pay request*

Submit your Direct Pay request along with the appropriate backup documentation to the A/P Department in Bldg. 98 B1-113

- Direct Pay Form (F-3820)
    - Complete form
    - Obtain authorized approval signature. Any expense over \$1000., VP signature approval is required
  - Back up Documentation
    - Invoice / Remittance stubs / Subscription order form / \*Original Receipts / Copy of the travel Authorization form (if paying vendor directly)
- \*Original itemized receipt is required. A credit card transaction receipt is not sufficient unless itemized. Receipts/invoices shall indicate “paid” or show a zero balance

# 4. Direct Pay Cont'd

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*What will delay your payment?*

- ⦿ Incorrect Fund source
  - Example: Food and beverage for your department meeting at Kellogg West using POM01. Refer to the CSU Executive Order No. 761 – Hospitality, Payment or Reimbursement of Expenses
- ⦿ Incorrect Authorization Signatures
- ⦿ Incomplete supporting documents/receipts

# 4. Direct Pay Cont'd

## Funding Sources for Payment of Hospitality Expenses

Hospitality Expenses	General Fund Appropriations	Special Funds	Auxiliary Organization Funds
Food and Beverages (other than alcoholic beverages) for meetings attended by only employees of the same work location.	No	Yes	Yes
Food and Beverages (other than alcoholic beverages) for meetings attended by Official Guests.	Yes	Yes	Yes
Alcoholic Beverages and Tobacco Products	No	Yes	Yes
Gifts	No	Yes	Yes
Awards	No	Yes	Yes
Promotional Items	Yes	Yes	Yes
Travel	Yes	Yes	Yes

# 5. Contacts

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❖ Al Viteri	Director of Acct Services	ext 2009	<a href="mailto:afviteri@csupomona.edu">afviteri@csupomona.edu</a>
❖ Helen Lee	AP Coordinator	ext 2014	<a href="mailto:helenlee@csupomona.edu">helenlee@csupomona.edu</a>
❖ Nancy Shroyer	Travel	ext 2029	<a href="mailto:nlshroyer@csupomona.edu">nlshroyer@csupomona.edu</a>
❖ Bernadette Jeffries	Direct Pay	ext 2160	<a href="mailto:bjeffries@csupomona.edu">bjeffries@csupomona.edu</a>
❖ Margaret Adenihun	Vendors A – J	ext 2018	<a href="mailto:moadenihun@csupomona.edu">moadenihun@csupomona.edu</a>
❖ Nichelle Carrillo	Vendors K- Z	ext 2016	<a href="mailto:nicarrillo@csupomona.edu">nicarrillo@csupomona.edu</a>
❖ Valerie Eberle	International Travel (Risk Management)	ext 4846	<a href="mailto:vjeberle@csupomona.edu">vjeberle@csupomona.edu</a>



# 6. References

## **American Express**

- ◉ AMEX Application: [http://www.csupomona.edu/~procurement/graphics/docs/American\\_Express\\_App.pdf](http://www.csupomona.edu/~procurement/graphics/docs/American_Express_App.pdf)
- ◉ American Express Card Benefits: <http://www.travel.dgs.ca.gov/TravelerGuide/TravelerBestPractices.htm>

## **Travel Claim**

- ◉ Authorization to Travel: <http://www.csupomona.edu/~procurement/graphics/docs/F-2963.pdf>
- ◉ Travel Expense Claim (see form Std 262): <http://www.csupomona.edu/~fas/forms.html>
- ◉ Hotel/Motel: [http://www.csupomona.edu/~procurement/graphics/docs/Occupancy\\_Tax\\_Waiver.pdf](http://www.csupomona.edu/~procurement/graphics/docs/Occupancy_Tax_Waiver.pdf)
- ◉ CSU Travel Policy: <http://www.calstate.edu/FinancialServices/CodedMemos/2010/FS2010-01.pdf>
- ◉ Travel Policy on our web site: <http://www.csupomona.edu/~fas/uas/travel.htm#amexp>

## **Direct Pay**

- ◉ Direct Pay Form : [http://www.csupomona.edu/~procurement/graphics/docs/f3820\\_dir\\_pay\\_form.pdf](http://www.csupomona.edu/~procurement/graphics/docs/f3820_dir_pay_form.pdf)
- ◉ Hospitality Policy:  
[http://www.csupomona.edu/~policies/financial/hospitality\\_expenses\\_policies\\_definition.html#allowable](http://www.csupomona.edu/~policies/financial/hospitality_expenses_policies_definition.html#allowable)
- ◉ Vendor Form : [http://www.csupomona.edu/~procurement/graphics/docs/Vendor\\_Data\\_Record\\_04.pdf](http://www.csupomona.edu/~procurement/graphics/docs/Vendor_Data_Record_04.pdf)
- ◉ Service Invoice: <http://www.csupomona.edu/~procurement/graphics/docs/f848.pdf>

# 7. Survey

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○ Your input is very important to us. Please tell us how we did and how we could improve:

1. What specific information in the workshop was most helpful?

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2. Was there any information you would have liked to cover which was not covered? If so, please describe.

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3. Did you find the materials presented today helpful?

Yes

No

4. Would you like to attend this workshop again in the future?

Yes

No

5. Would you recommend this workshop to others? Why or why not?

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6. Please provide additional comments about this workshop.

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7. Overall, how satisfied were you with this workshop? (circle one)

1

2

3

4

5

Very dissatisfied

Very satisfied