

February 15, 2007

The Campus Community *wants to know...*

The contents of this issue of the PSC Communicator come completely from you, members of the campus community, in response to questions you have posed to the FinPro Help Desk in recent weeks. In particular, travel, signatures, and 1099s seem to be on your mind. Read on for the answers to your frequently asked questions...

Travel

Q – I'm traveling out of state for university business and obtained my plane ticket through an approved travel agency. They didn't ask for a credit card number. How do I pay for the airfare?

A – The travel agency will charge your plane ticket to the University's ghost card, and the cost of the ticket (plus the travel agency service fee) will be recorded in the SpeedType indicated on your Travel Authorization.

Q – I booked my plane ticket using an approved travel agency. Should I list the airfare on my Travel Voucher (TV) when I close out my trip?

A – As explained above, when you obtain your plane ticket from an approved travel agency, your ticket is charged to the University's Central Travel System (ghost card) account. Do not include the ticket amount on your TV. Only expenses requiring reimbursement should go on the TV. Because the plane ticket was paid directly by the University, it is not reimbursable to the traveler.

Q – I found a really inexpensive airfare on the internet. How do I pay for it?

A – Before proceeding further, check with an approved travel agency to see if they can meet or beat the internet price. If they can, you must work with the approved travel agency. If they cannot meet or beat the price, you can proceed with the internet purchase. You should use your State Travel Card (US Bank VISA) for this purchase. When requesting reimbursement after the trip, be sure to indicate on the TV the name of the approved travel agency you contacted, the name of the agent with whom you spoke, and the price the agency quoted for the plane ticket. Remember, if you use your State Travel Card to buy a ticket in advance of the trip, you cannot be reimbursed until after the trip.

Q – How do I make a correction to the Travel Authorization I just did?

A – Send an email to Travel.Office@cu.edu. Explain what needs to be corrected, and the travel staff will make the fix.

Signatures

Q – Does the traveler have to sign the Travel Voucher (TV)? What if he or she isn't available?

A – Yes, the traveler must sign the TV. If the traveler is not available (e.g., if he or she is out of the state or the country) then the traveler's faxed signature is acceptable. However, the departmental signature on the TV must be original.

Q – Our department is paying "Jon Doe" for services. Do we need to get his signature on both the Scope of Work (SOW) and the Payment Voucher (PV)?

A – No. In fact, you do *not* need to get his signature on either of these documents. The SOW is used when an organizational unit wants to hire an *individual* (as opposed to a company or business) as a consultant/independent contractor. Although it is recommended that Jon Doe review and sign the SOW form, his signature is not required. The department authorizing signature **is** required. In addition, the respective campus Human Resource office must review and sign the SOW. The PV is used in conjunction with the SOW when the payment to the consultant/independent contractor is \$4,500 or less. The consultant's signature is not required on the PV. Keep in mind, however, that each PV does require an original approval signature from the requesting department.

Note: The Scope of Work process applies to individuals. If you were to see either *LLC* or *dba* in the paperwork for Jon Doe ("Jon Doe LLC" or "Jon Doe dba Mystery Person"), then the SOW process is not applicable and you cannot pay this consultant using a PV. Instead, for small-dollar purchases, you would use a Department Purchase Order (DPO) instead of a PV. For large-dollar (over \$4,500) purchases from individuals or businesses, you would use a PO Requisition to ask a purchasing agent to make the purchase.

1099

Q – How much can an individual consultant/independent contractor receive from the University before a 1099 is issued?

A – A 1099 is issued when the consultant/independent contractor receives more than \$600 (in the aggregate during a calendar year) from the University.

Q – What do I do when one of our consultants does not receive a 1099?

A – Contact the Finance and Procurement Help Desk at FinProHelp@cusys.edu or 303-315-2846. The Help Desk can provide assistance with verifying earnings amount, address, etc., and also make additional referrals as necessary.

Q – Our department received a 1099 form. What should I do?

A – Forward the 1099 to Gail Blandford, the University's Tax Manager, in Payroll and Benefit Services at 575 SYS.

COMMUNICATOR NEWSLETTER

Published by: University of Colorado
Financial Compliance Services
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Denver, Colorado 80217-3364
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