

JANUARY 26, 2007

Payable Services Says...

The Procurement Service Center (PSC) Payable Services department would like to take this opportunity to highlight ongoing and new requirements in the world of accounts payable and travel:

- Remember that your Payment Voucher (PV) form must be completely filled out. This includes using the Detailed Description of Charges field to explain *fully* the reason (business purpose) for the payment and/or reimbursement.
- Travel Voucher (TV) forms and associated mileage logs must note exact starting/ending locations, as well as the business purpose for the trip.
- Be sure to put the trip begin and end times and dates in the comments field of the TV.
- Beginning this week, citizens of the United States, Canada, Mexico, and Bermuda must present a passport to enter the U.S. when arriving by air from any part of the Western Hemisphere. There are few acceptable alternative documents. Coming later: rules on documentation requirements for travelers entering the U.S. through land and sea border crossings.

Has it Paid or Not?

One of the most frequent of your Frequently Asked Questions is, "Has this invoice paid?" If you are an authorized user of the Finance System, you can answer this question by going to:

Accounts Payable→Review→Vouchers→Voucher Inquiry. (For Standing Purchase Order – or SPO – invoices, the last part of the navigation is **SPO Voucher Inquiry**.)

You can search by PO or SPO #, vendor ID #, and/or Org #, among other parameters. Remember: Travel Voucher payments have invoice #s beginning with T and Payment Voucher payments have invoice #s beginning V.

There are 3 pages in the voucher inquiry component. The bottom of the 3rd page – **Voucher Attributes** – shows when the warrant was issued and when it was cashed:

Payment Information				Customize Find First 1 of 1 Last		
Warrant #	To	Paid Date	Status	Warrant Amt	Cleared	Cancelled
1 0000010133	RODEN N-001	10/26/2006	Paid	\$93.06	10/27/2006	

The bottom of the 2nd page – **Payments** – shows how the payment was made (warrant or ACH/direct deposit) and how the warrant was delivered (e.g., by campus mail):

Payment Method		Payment Details		Payment Options	
Org:	50026	Gross Amt:	93.06	Action:	Schedule
Vpbf-Controller Fin Compliance		Discount:	0.00	ACH Ref:	0000010133
Method:	ACH ACH	Net Amount:	93.06	Paymt Date:	10/26/2006
Handling:	CM	Pay Terms:	Due Now	Payment Message:	
Campus Box:	436	Net Due:	10/24/2006	Bank Name:	COLO ST EMP CR UN
Separate Payment	<input checked="" type="checkbox"/>	Discount Due:		Bank Acct Nbr:	XXXXXX00000066
Hold Payment	<input type="checkbox"/>	Scheduled Due:	10/26/2006		
Hold Reason:		Acctg Date:	10/26/2006		

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Read it: New Cash Advances PPS Effective 2/1/07

The new PSC Procedural Statement (PPS) on CASH ADVANCES takes effect February 1. You'll need to read this if you work with travel advances, expense advances, or study subject payments. Major points are:

- The PSC can provide Travel Advances or Remote Stay Funds (*see below*) to support official university business.
- Only CU employees can receive advances or funds. Students (even student workers) are not eligible to receive advances.
- Travel Advances for individuals are limited to \$1,500; the individual employee should obtain a travel advance using her or his State Travel Card. If this is not an option, the employee can request the travel advance through TAP (the Travel Authorization Program).
- Group Travel Advances are limited to \$1,500 times the number of travelers. These can only be issued to an employee who is part of the group.
- Remote Stay Funds do not have dollar limits. They provide support for extended stays (over 14 days) in remote locations (without ready access to banking institutions or ATMs). The fund is for guides, translators, security, transportation, communication, non-traditional lodging, or similar items as deemed appropriate by the PSC.
- Justification must be provided for all dollar amounts requested. For group travel/remote stay funds, this must include a budget showing anticipated expenses and the names of all travelers.
- For approved requests, the PSC issues a warrant payable to the specific employee traveler no earlier than 7 days prior to trip begin date. The warrant is sent via campus mail to the contact person identified on the TAP form.
- Reconciliation of advances/funds issued (and repayment, if necessary) must be accomplished within 30 days of trip end for group travel advances over \$10,000 and for all remote stay funds; within 60 days for all other advances (individual travel advances, and group travel advances up to \$10,000).

Study Subject Payments can no longer be obtained through TAP. Whether your study takes place locally or during the course of a trip/remote stay, cash to pay participants is now obtained through **petty cash**. Your [campus controller's office](#) can assist you in setting up petty cash funds for this purpose.

You'll find the PPS on the PSC Procedural Statements page by Thursday, February 1: <https://www.cu.edu/psc/policies/>.

TV: New Default Mileage Rate Starting 2/1/07

Effective February 1, the Travel Voucher (TV) on the PSC web site will default the new mileage reimbursement rate of \$0.39/mile. If after February 1, you request reimbursement for miles driven in 2006, you must change this rate to \$0.33/mile.

