

November 16, 2007

## SPO Voucher Approval Expands Its Reach

With the implementation of Expenditure Control Phase 2 (Funds 10 and 34), many of you have seen Standing Purchase Order (SPO) vouchers fail resource check. Following is a typical scenario: You use the SPO Voucher Approval component (or a Payment Voucher form) to change the voucher's accounting distribution and approve it for payment. The newly identified SpeedType does not have enough funds to support the voucher, and the transaction is stopped. In many cases, you then contact the FinPro Help Desk to ask that the SpeedType be changed again.

Now, if changing the SpeedType is determined to be the appropriate action to resolve resource check failure, you can take that action yourself online in the *Finance System*. The SPO Voucher Approval component has been modified to include SPO vouchers that have failed resource check.

So now SPO Voucher Approval will display **both**:

- SPO vouchers on hold, waiting for approval to pay; **and**,
- SPO vouchers, even if already approved, which have not passed resource check. (These are identified as in Error status, in the upper right corner of the page.)

If you already approved the voucher, you do not need to re-approve it. Simply update the SpeedType(s) as necessary and save.

**Note:** Remember that only SPO vouchers can be viewed and updated in the SPO Voucher Approval page.

## Per Diems: How Much & When

As you know, effective October 1 you do not need meal receipts to receive the per diem amount when you travel on *official university business*. The daily per diem is known as M&I – meal and incidental expenses. Here's what it covers, and how it works:

**Meal Per Diem** – Dollar limits for breakfast, lunch, and dinner, established by your destination. (Tips on meals are included in these amounts and cannot be claimed separately.) The meal per diem represents the maximum you can be reimbursed for eligible meals you needed to purchase during the course of your university business trip. On days of travel, your final destination for the day is the destination that determines your per diem rate. So, for example, if you travel from Denver to Rome today, the Rome per diem amounts apply to the meals you have to purchase (and to your other incidental expenses, see below) during this day's travel. On the day you return home, however, the city you leave from determines the per diem rate. So if you return to Denver from San Francisco today, the San Francisco rates apply during this day's travel.

**Incidental Expense Per Diem** – Portion of the daily per diem amount, allotted for miscellaneous expenses such as personal telephone calls and most tips (e.g., bellhops, porters, maids). This is also established by your destination (in the 48 United States and District of Columbia, it is \$3.00/day).

Keep in mind:

- For multiple-day trips: On begin and end travel days, reimbursement is limited to 75% of the daily (M&I) per diem rate.
- For single-day trips: Lunch is not reimbursable. Eligibility for breakfast/dinner reimbursement is dependent upon the trip lasting 12 hours or more. Meal reimbursements for single-day trips are reportable as income to CU employees.

To learn the daily M&I rate for your business travel destination, see [http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/per\\_diem.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm). (For per-meal limits in the 48 states and District of Columbia, see Maximum Allowable Meal Per Diem Rates-CONUS, on that page. For meal breakdowns outside this area (including U.S. Other), see Appendix D-Allocation of Foreign Per Diem Rates.)

## Invoices – Why Do You Need Them?

What is a vendor invoice, and why do you need one?

The invoice is crucial third-party documentation identifying the vendor-provided goods or services and their cost. It can be matched against the order, thereby ensuring that the University is truly paying the correct dollar amount for the correct quantity.

What constitutes a proper invoice? The document should include:

- Vendor name and remitting address;
- Name of the University/university *organizational unit* making the purchase;
- Description, quantity, and unit cost of each item;
- Total invoiced amount; and,
- Date of service.

## Honoraria, Defined

What is an *Honorarium*? What is a payment for services? You know that one requires the Honorarium (HNR) form in amounts over \$ 75, and the other requires the Scope of Work (SOW) form in any amount. How do you figure it all out?

First, ask yourself if you have any agreement or commitment (verbal or written) to pay the vendor for the service. If you have told the vendor that you will do so – or if you know that the vendor would not perform the service without expecting payment – then this is not an *honorarium*. An *honorarium* is a payment made to an individual as a gesture of appreciation, when no expectation or commitment existed for that payment. In limited circumstances, *honoraria* may be used to reward individuals for *one-time services* for which custom forbids a price to be set or where no expectation exists for payment for services. An example of this is a guest lecture. By definition, an *honorarium* is typically a transaction that is identified **after** a service has been provided. On the other hand, paying an individual for services is a transaction for which the service is agreed-upon and the fee negotiated in advance.

Second, note that both the HNR and the SOW forms require review and approval (signature) by your campus Human Resources office. SOW review must be conducted prior to any work being performed.

## Betty Heimansohn CPPB Certification

We are pleased to announce that Betty Heimansohn, the Procurement Card Administrator, has completed her certification as a CPPB – a Certified Professional Public Buyer. This nationally recognized certification verifies professional competence and understanding of the body of knowledge surrounding public procurement. The certification process is an extensive one, comprised of both educational and professional components. Please join the PSC in extending congratulations to Betty on her achievement.

## Verizon Cell Service at UCD Anschutz

Good news for wireless telecommunications users: Verizon has added a new cell site near the University of Colorado Denver Anschutz Medical Campus. To take advantage of the new coverage, you will need to update how your phone or other wireless device reads the Verizon signal. Dial \*228 SEND and then press 2.

For questions regarding Verizon coverage or your Verizon account, please contact CU's Account Representative, [Shannon Jenness](mailto:Shannon.Jenness), at 303.902.7700.