

September 17, 2009

New Domestic Per Diem Rates Take Effect 10/1

The new domestic per diem rate table for federal fiscal year 2010 is now available. The rates are in effect from October 1, 2009 through September 30, 2010, and, as usual, the rate varies by destination.

For travel beginning next month, you will find six possible meal and incidental expense (M&IE) rates: \$46, \$51, \$56, \$61, \$66, and \$71. The new year's rates are all seven dollars (\$7) higher than the rates for travel in federal fiscal year 2009.

Note: For those departments already using the Expense System to process employee travel reimbursement: Yes, the Expense System will recognize the new rates as appropriate.

The following localities have been added to the new domestic per diem rate table:

- Jefferson City (Cole County), Missouri;
- St. Robert (Pulaski County), Missouri; and,
- Middlebury (Addison County), Vermont.

The new rate table is currently available through a dropdown menu on the [Domestic Per Diem Rates web site](#). You can easily get to this site from the [PSC Travel page](#).

Questions on per diems, reimbursements, and related topics? Contact the FinPro Help Desk at 303.837.2161 or FinProHelp@cu.edu.

Expense System Implementation Continues

The entire Colorado Springs campus is transitioning to the University's new Expense System this month. Welcome, UCCS!

To learn more about the Expense System, visit the [Expense System website](#).

Small Business Corner

What exactly is a small business?

Because industries are so unique, each has its own size standard for determining business size. For example, a business that provides temporary staffing is small if its revenue does not exceed \$13.5M per year. A computer manufacturing company, on the other hand, is small if it has fewer than 1,000 employees. These standards are set and administered by the Small Business Administration – a branch of the federal government and also one of CU's clients.

Want to learn more about small businesses? Contact Amber.Williams@cu.edu.

After-the-Fact (ATF) Purchases: Just Say NO

In the [Finance/Procurement Procedure Glossary](#), an ATF (After-the-Fact) purchase is defined as follows:

As referenced in the PSC Procedural Statement After-the-Fact Purchases, an ATF purchase typically occurs when an organizational unit makes a purchase for more than \$5,000 before PSC Purchasing Services issues a purchase order. For example, authorizing a vendor to begin work before PSC Purchasing Services issues a Purchase Order – even though the organizational unit has submitted a PO Requisition – is an ATF.

In other words - purchases over \$5,000 require the issuance of a purchase order by a PSC purchasing agent. It makes no difference that the purchase is for a single item costing over \$5,000...or for many items totaling over \$5,000. Remember that shipping charges are included in the cost calculation.

If you initiate a high-dollar (over \$5,000) purchase yourself, you violate the ATF Purchases policy.

What if an ATF happens?

Follow the procedures described in the ATF PSC Procedural Statement. Note that the procedures include a list of campus contacts. Please confer with your campus contact prior to taking any action. The designated individual or office will help you work through the process.

The required documentation must be reviewed by the campus Chief Financial Officer (or delegate) and – depending on dollar amount and circumstance – the State of Colorado Controller. They evaluate the situation that led to the ATF and decide whether to approve payment to the vendor by the University.

Why are ATFs problems?

ATFs result in delayed payments to vendors who have, in good faith, provided goods or services to the University. Furthermore, the individual who initiated the improper transaction may be held personally liable for payment.

How do you avoid ATFs?

Be sure that everyone understands the ATF policy...and that only the designated individuals initiate purchases on behalf of the organizational unit.

Questions? Contact the appropriate purchasing agent.

Last Supplier Showcase of 2009
Sept 24 @ UCCS - To register, see the [PSC web site](#).