Quick Reference

Travel & Business Entertainment

- The CMA does not pay per diem for meals. **An itemized invoice is required for reimbursement. This is an itemized receipt example.**
  
  Notice 1) the name of the business is visible, 2) the date of the sale, 3) the item(s) purchased, 4) the price per item, and 5) the total.

- This type of receipt is not acceptable by itself for reimbursement purposes. It must be accompanied by a [cash] register tape.

- **All travel reimbursements must be turned in within 30 days of travel.**

- Only airfare can be reimbursed before travel has been completed.

- When claiming mileage, the starting point will typically be the University’s main address, 1001 E Wooster St, Bowling Green, OH, 43403. Auditors require proof of mileage. Your odometer reading is not proof of mileage. The best way to show actual miles is to use a service such as, Mapquest. Do not round up on the miles. Only exact miles are counted.

- If food is purchased for a group, you must include the full name of all those who attended.

- Requests that include Ohio sales tax paid will be adjusted to exclude the sales tax amount.

- As of January 1, 2013, mileage is reimbursed at the rate of $0.565 cents per mile. Mileage for moving is reimbursed at $0.24 cents per mile.

- If traveling on business and using professional development funds, it is preferred that you use a University PCard and/or the University travel agent to make your travel arrangements. *PCards can be used for airfare, car rental and conference registration.

- Car rentals – The University will not reimburse for the optional additional insurance coverage.

Payment Requests

- All payment requests must be accompanied by an invoice or artist agreement to show; 1) **what** is being paid for, 2) **when** the event occurred, 3) **how much** the payment is for

- Payments to vendors can take 2-4 weeks. Please check with the Budget Coordinator if you have an urgent request or require that the check be picked up and delivered to the CMA.

- Payments to faculty/staff can take 1-2 weeks and are generally paid via direct deposit.

Vendor

- If you are not sure that the vendor is active in the system or if new information is needed to update the vendor file, check with the Budget Coordinator.

- All new vendors are required to complete paperwork in order to be added to the University system. **Please check with the Budget Coordinator before sending out paperwork to your vendor.**

Purchasing – Hotels, Sheet Music, Equipment, Rentals, Repairs and Printing

- For most purchases, the Procurement system (purchase order system), Falcons Purch will be used. For payments such as; artist honorariums and travel reimbursements, we will use standard University forms.

- The general process for a PO (purchase order) is;
  
  a. Determine if the vendor is in the Univ system
  b. Obtain a quote from the vendor > Give the quote to the Department Chair or funding source to approve the amount
  c. Bring approved quote to the Budget Coordinator to create a PO
  d. The PO will be issued from Falcons Purch electronically and is automatically sent by email or fax to the vendor within 48 hrs
  e. The vendor fulfills the order and ships the product or performs the service and bills the Univ according to the PO instructions. **If you receive a packing slip or BOL (bill of lading), please forward it to the Budget Coordinator.**
**FAQ – Frequently Asked Questions**

**Q:** Can I use the University travel agent to book local hotels also?
**A:** No. The travel agent is for all out of town travel needs only. You may contact local hotels directly to make arrangements. Remember, you are responsible for getting an email or faxed confirmation, and bringing that confirmation to the Budget Coordinator to create a PO.

**Q:** Do I need a PO (purchase order) for the Hampton Inn or Holiday Inn Express?
**A:** Yes, all local hotels require a purchase order.

**Q:** Sometimes, conference websites have better pricing for hotel rates. Do I have to use the University travel agent for conferences?
**A:** You are not required to use the travel agent. However, you may contact the travel agent at their 800# and their representatives can reserve rooms using the conference rate as well. You cannot do this through the travel agent website.

**Q:** My guest has given me his/her airline preference, seat preference, frequent flier number, preferred travel dates/times, etc… Can I use a pcard to make these arrangements? Can I use the University travel agent to make these arrangements?
**A:** It is preferred that your guest make their own travel arrangements and be reimbursed with their honorarium. A pcard and the travel agent can be used, but this should be a last resort. Check with the Budget Coordinator if you have any questions.

**Q:** I want a new office chair, and I saw one that I like at Staples. Can I buy it and be reimbursed?
**A:** No, you cannot generally be reimbursed for furniture. Please check with the Budget Coordinator if you have a specific request.

*This same principal applies to electronics, such as iPads and Tablets. These types of items must be purchased through ITS. Please check with the Budget Coordinator to begin the process.*

**Q:** What happens if I don’t have my receipt?
**A:** You are responsible for contacting the restaurant or business and requesting a copy of the receipt. Once you have a copy, an affidavit of missing receipt can be completed and your copy attached, along with a simple explanation as to why you don’t have the original receipt.

*Your cancelled check, bank or credit card statement is not typically acceptable as proof of payment.*