

QUICK REFERENCE GUIDE

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.**

- Generally, when claiming mileage, the starting point will be from the University's main address, 1001 E Wooster St, Bowling Green, OH, 43403.
- 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 any optional additional insurance coverage. The CMA will not reimburse for any extras, such as; navigation systems, satellite radio, additional drivers, or any other accessories.



Hardware Depot (555) 555-5555 1234 Main Street Hometown, FL 33620	
December 1, 2011	12:25 pm
1234 Batteries pkg/4	10.95
1 @ 10.95	
5678 Rope	15.98
2 @ 7.99	
4118 60W Bulbs pkg/4	42.00
10 @ 4.20	
4247 Shovel	19.99
1 @ 19.99	
SUBTOTAL	88.92
Tax FL 7.00	0.00
TOTAL	88.92
Credit Card	88.92
Auth Code 381092	88.92
Change Due	0.00
Thank you for shopping at Hardware Depot	

Payment Requests

- Generally, all payment requests will be processed electronically through Falcons Purch.
- All payments 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
- Checks are no longer cut at the Business Office. Checks are mailed directly from the Bank.
- The University's payment terms are net 30. Payments needing to be paid out sooner should be coordinated in advance with the Budget Coordinator.
- Payments that need to be picked up and delivered to a vendor, must be requested at least 10 days in advance.

Vendor

- If you are not sure that a vendor is active in the system or if new information is needed, please check with the Budget Coordinator. Please check with the Budget Coordinator to determine which forms are necessary.

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

- For most purchases, the Procurement system, Falcons Purch, will be used.
- The general process for a PO (purchase order) is;
 - a. Determine if the vendor is in the 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 University 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.

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.*