# QUICK REFERENCE GUIDE

# Quick Reference - Travel & Business Entertainment

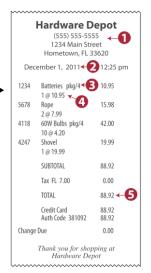
- The CMA <u>does not</u> pay per diem for meals. **An itemized invoice is required for reimbursement. This is an itemized receipt example.**Notice 1) the name of the business is visible, 2) the date of the sale, 3) the item(s) purchased, 4) the price per item, and 5) the total.
- This type of receipt 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 <u>not</u> reimburse for any optional additional insurance coverage.
   The CMA will <u>not</u> reimburse for any extras, such as; navigation systems, satellite radio, additional drivers, or any other accessories.

#### **Payment Requests**

- Generally, all payment requests will be processed electronically through Falcons Purch.
- All payments requests <u>must</u> 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 <u>10</u> days in advance.

# <u>Vendor</u>

• 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.