Fig Meeting 09/19/2013

- Outstanding Purchasing Card Balances and Outstanding Travel Advances

- Discussion…

Current Balances

- **Travel AR**
- 0 to 60 59,453.46
- 61 to 90 3,387.96
- 91 to 120 4,243.65
- 121+ 27,634.67

- Total 94,719.74

- **Pcard Ledgers**
- 0 to 60 424,651.58
- 61 to 90 69,467.55
- 91 to 120 61,169.74
- 121+ 10,722.76

- Total 566,011.63

Current Pcard Document Status

- Current Outstanding Balance: 566,011.63
- Incomplete Purchasing Card Claims 2,472.47
- Pending Approvals Journals 25,982.28

- TOTAL GL Outstanding: 594,466.38

ACCOUNTABLE PLANS

To be an accountable plan, your employer's reimbursement or allowance arrangement must include all of the following rules.

- ***Business connection*** — Traveler must have paid or incurred deductible expenses while performing his responsibilities as an employee of your employer.
- ***Adequately account*** to your employer for these expenses within a reasonable period of time.
- ***Return any excess*** reimbursement or allowance within a reasonable period of time. Which could be the travel advance or repayment of non allowable expenses placed on the purchasing card.

- ***Reasonable period of time.*** The definition depends on the facts and circumstances. However, regardless of those situation, actions that take place within the times specified in the following list will be treated as taking place within a reasonable period of time. :

  You receive an advance within 30 days of the time you have an expense.
  You adequately account for your expenses within 60 days after they were paid or incurred.
  You return any excess reimbursement within 120 days after the expense was paid or Incurred.
  You are given a periodic statement (at least quarterly) that asks you to either return or adequately account for outstanding advances and you comply within 120 days of the statement.

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Travel Advance Process

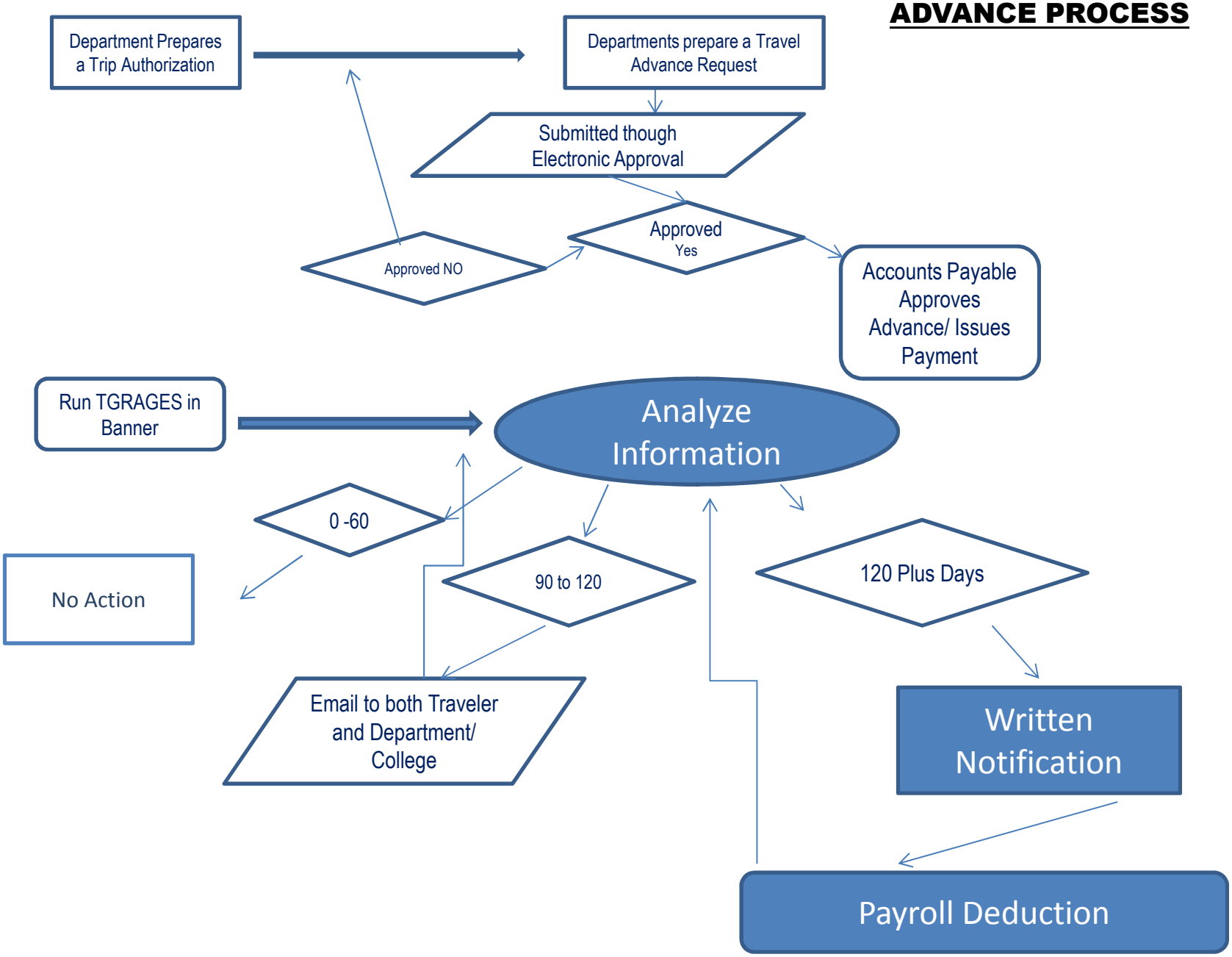
Advance Request

1. Department: Prepares A Travel Authorization
2. Department: Prepares Travel Advance Request
3. Department: Submitted through Electronic Signature Approvals
4. Travel Services: Reviews request and Electronic Approves.
5. Accounts Payable: Issues Payment

Maintaining advance balances

1. Analyses of Aging Report
2. If 90 days: Review AR account for errors, email department contact
3. If 120 days: Email Traveler and Call Department Contact
4. Future advance requests are reviewed to be denied.
5. If 120+: Proposed to reactivate Payroll Deduction Practice
6. Setup Payroll Deduction based on Signature on Travel Advance.
7. Continue to Monitor Account for AR account postings .

ADVANCE PROCESS



Purchasing Card Ledger Accounts

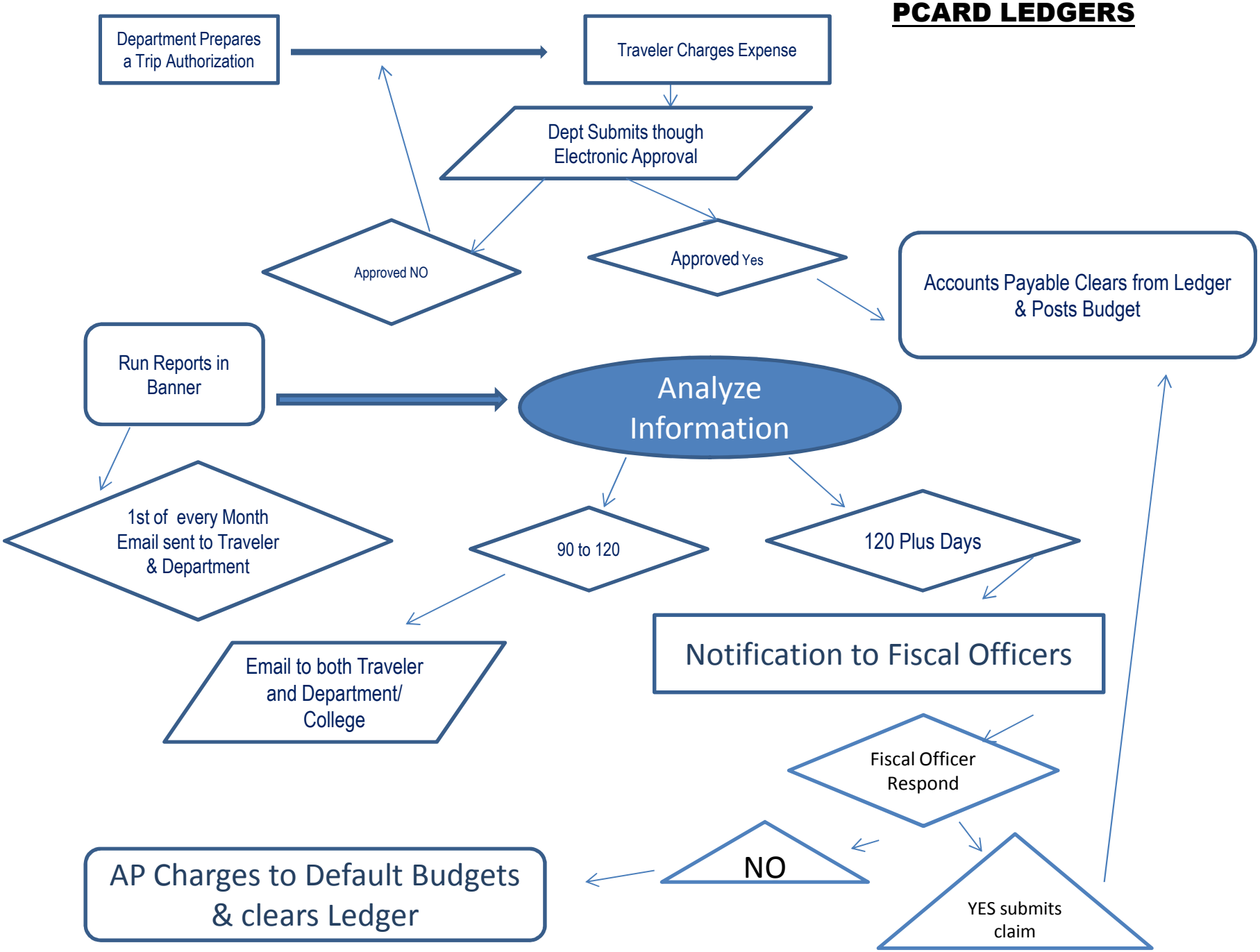
Reconciling Travelers AR Account

1. Department: Prepares A Travel Authorization
2. Department: Prepares PC Travel Claim
3. Department: Submitted through Electronic Signature Approvals
4. Accounts Payable: Reviews and Electronic Approves.
5. Accounts Payable: Clears the Ledger and posts expense to the budgets.
6. Non Allowable expenses are transferred to Travelers AR, email sent to traveler.

Maintaining Purchasing Card Ledger Balances

1. On the 1st of every month Cardholder & Dept receives an email statement showing outstanding expenses.
2. If 90 days: AP Reviews pcard transactions for errors
3. If 120 days: Email College Fiscal Officers and Call Department Contact.
4. If 120+ and No response from Colleges, Accounts Payable moves the expenses to the Default Budget associated with the purchasing card.
5. AP create documents that process through departmental approvals pending departments approvals to post the outstanding expenses.
6. Continue to Monitor Account for document approvals.

PCARD LEDGERS



UPDATES From the State of Idaho Travel policy:

- Additional fees such as baggage fees, mileage surcharges and other miscellaneous fees may also be reimbursable to the employee, provided that the same were necessary in the public service (Section 67-2006, Idaho Code).

- CANDIDATE TRAVEL EXPENSES:
- reimbursed at rates not to exceed those established for state employees. The supporting documentation requirements for job candidate reimbursements are the same as employee travel expense reimbursements.

- Employee meal reimbursements are taxable unless the employee travels and stays overnight.

Other Discussions

- IRS changes that will affect the departments
  - W9 and new penalties assessed
  - Gift Card usage
  - 1099 misc reporting for 3rd party vendors