State of Idaho Contract numbers:

XZ47IDS- when traveling on behalf of the University of Idaho
- Contract rate is nationwide
- Includes Damage Waiver Insurance in rate
- No additional driver fee
- Exempt from Idaho Sales Tax if the vehicle is picked up in Idaho

47ID185- for personal travel
- Same contract rate nationwide
- Does not include Damage Waiver Insurance
- Additional driver fee
- Not exempt from Idaho Sales Tax

- Any UI employee or student traveling on behalf of the UI can use the State of Idaho contract rate
- Students at least 18 years of age can rent a vehicle no larger than 8 passenger
  - No additional fee is incurred
- Driver must be at least 21 years of age in order to rent a vehicle larger than 8 passenger
- Three methods of paying for fuel is available:
  - Driver declines Fuel Service Option
    - Returns vehicle with a full tank
  - Driver chooses the Pre Pay fuel option at the time of pick up
    - Enterprise charges for a full tank at a price usually 20 cents less than at the pump
  - Driver chooses the Post Pay fuel option at the time of pick up
    - Enterprise fills tank upon return of vehicle at a price usually 50 cents more than at the pump
Instructions to Verify a Report:

Go to VandalWeb>Employees>Financial Tasks>Restricted Funds Verification:

Financial Tasks

- Claim Voucher Entry
  Used by the departments to request reimbursements or non procurement payments.
- Finance Self Service for Non-Banner Users
  Connect to Finance Self Service for non-Banner users.
- Pending Approvals
  Central launch point for all web-based financial approvals.
- Recent Travel Documents
  View status of Travel Web trips or Purchasing card claims that you are listed as the traveler or cardholder
- Purchasing Card Statements
  Manage departmental purchasing cards and purchasing card expenses.
- Travel Web
  This is used by departments to enter travel claims on the web.
- Travel Web Approvals
  This is used to approve Travel Web trips, claims, and advances
- Student Fee Payment Form
- Journal Document Imaging
  Upload additional documentation to be loaded to Document Imaging
- Student Fee Payment and Student Resource Form
  Create a New SFP or Student Resource Journal
- Purchasing Contract Log
- Asset Change Requests
  Request transfer, description or status changes to Capital Assets.

**Restricted Funds Verification**

**RELEASE: 8.7**
The user will be directed to a page that shows all the reports to which they have access.

1. Click on the tab “Unverified Reports” to view all reports that are still available to verify.

2. Select the first report to be verified.
3. The report for the selected department/midlevel will be shown as well as general information about why this verification is necessary. The report shown on the screen is the Banner report FWRDSTR, run for the previous fiscal year, showing the organization code (budget), beginning fund balance at the start of the fiscal year, YTD income, YTD expense, YTD transfers, encumbrances and fund balance at the end of the fiscal year. As an example this is the report for Department 939 for FY14:

<table>
<thead>
<tr>
<th>Dept Orgn</th>
<th>Orgn Title</th>
<th>Fund</th>
<th>Beginning Balance</th>
<th>YTD Income</th>
<th>YTD Expenses</th>
<th>YTD Transfers</th>
<th>ENC</th>
<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>939</td>
<td>PMH0007 UI Amateur Radio Club</td>
<td>NP007</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>939</td>
<td>PMH010 ITS Vandal Overnight</td>
<td>NP010</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Department 939 subtotals............: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Midlevel M047 total.................: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
4. Under the report are the verification questions. Each question can be marked Yes, No or Not Applicable. Comments may be left in the comment box. Select “Submit” when the report is finished, or “Cancel” to leave the report. Changes cannot be saved for later completion, be sure to complete the current report before exiting.
5. After a report is submitted, it will then appear on the “Verified Reports” tab and will no longer appear on the “Unverified Reports” tab.

6. Accessing the report from the “Verified Reports” tab will show the name of the user who verified the report and the date on which it was verified. The answers and comments will not appear on this screen.