

# Fig Meeting Claim Vouchers

02/19/2015

# When to pay by invoice vs Claim Voucher:

## • INVOICE PAYMENTS:

- Vendor Invoice payments that are on purchase orders.
- Invoice payments coming directly from the vendors to depts or AP.
- [ACCTPAY@UIDAHO.EDU](mailto:ACCTPAY@UIDAHO.EDU)  
New Vendor Setups  
New Addresses  
Responses to CV questions.  
St101/Credit applications
- [APDOCS@UIDAHO.EDU](mailto:APDOCS@UIDAHO.EDU)  
For Vendors only to email invoices directly to Accounts Payable.

## • Claim Vouchers

- Payments to Individuals –  
Consultants and contractors  
Services/ Honoraria  
Non Employee Payments  
Reimbursement for Expenses
- Entertainment & Business Expenses
- Memberships & Dues/ Subscriptions
- Non Procurement such as:  
Utilities/Freight Charges/ Postage
- Registration Fees paid to vendor
- Emergency Repairs
- Various Fees
- Recurring Communication Stipends
- Rents etc.

# Non Procurement Commodity Codes

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
NPATHL	Game Guarantees	EA	N		05-AUG-2002	
NPCOMP	Construction Management Payr	EA	N		26-JUL-1994	
NPCONS	Consulting Fees	EA	N		01-JUL-1994	
NPCRED	Credit Card Discounts	EA	N		01-JUL-1994	
NPDONA	Donations	EA			29-APR-1994	
NPENTE	Entertainment / Tickets	EA			29-APR-1994	
NPEXPMAIL	Express Mail	EA	N	N	11-JUL-1998	
NPFEES	Fees	EA	N		05-AUG-2002	
NPFREI	Freight / Hauling / Shipping	EA			29-APR-1994	
NPHONO	Honorariums	EA			29-APR-1994	
NPINSU	Insurance	EA			29-APR-1994	
NPLIBR	Interlibrary Loans	EA			29-APR-1994	
NPLICE	Licenses, Permits	EA	N		05-AUG-2002	
NPMDIS	Memberships / Dues, In-State	EA			29-APR-1994	
NPMDOS	Memberships / Dues, Out-of-St	EA			29-APR-1994	
NPMISC	Shipping	EA			08-NOV-2001	
NPPETC	Petty Cash	EA	N		01-JUL-1994	
NPPOST	Postage	EA			29-APR-1994	
NPRAW	Prizes and Awards	EA	N		01-JUL-1994	
NPPROF	Professional Services	EA			29-APR-1994	
NPPROM	Promotional Expenses	EA	N		04-DEC-2014	
NPPROS	Consulting services	EA	N	N	17-NOV-2006	
NPPRPF	Satellite programming service	EA			22-JUL-2002	

# Commodity Codes Partial List

Commodity Code	Transaction Type Description	Status
FBBEVE	Beverages	Active
LIBIND	Binding Services	Active
TRBUCI	Bus Charter, In-State	Active
TRBUCO	Bus Charter, Out of State	Active
UTCELL	Cellular Phone	Active
TRCHAI	Chartered Aircraft, In-State	Active
TRCHAO	Chartered Aircraft, Out of State	Active
COHARM	Computer Hardware Maintenance	Active
RSSOFT	Computer Software	Active
COSOFT	Computer Software Maintance/Support	Active
OSCOMP	Computer Supplies	Active
RSHARD	Computer, Hardware	Active
NPCOMP	Construction Management Payments	Active
NPCONS	Consulting Fees	Active
NPPROS	Consulting Services	Active
NPCRED	Credit Card Discounts	Active
FBCUPS	Cups, Beverages	Active
CODATA	Database / Computing / Information Services	Active
NPDONA	Donations	Active
EDMATE	Education Materials	Active
UTELEC	Electricity	Active
NPENTE	Entertainment/Tickets	Active
NPEXPMAIL	Express Mail	Active
AGFARA	Farm Animals	Active
AGFEED	Feed and Feed Supplements	Active
NPFEES	Fees	Active
FPFOR	Field Supplies	Active
NPFREI	Freight/Hauling/Shipping	Active
FUGENE	Furniture	Active
NPATHL	Game Guarantees	Active
UTGARB	Garbage Services	Active
PEGASO	Gasoline/Diesel	Active
FBGROC	Groceries/Staples	Active
COHARD	Hardware, Computer	Active
NPHONO	Honorariums	Active
.....	-	...

# Commodity Codes

### Edit Claim Voucher Transaction Type

Commodity Code:

Description:

Enabled:

Commodity Code:  ▼

Commodity Description:

Unit of Measure Code:  ▼ EACH

Predecessor Commodity:  ▼ FOOD SERVICE (DO NOT USE)

Tax Group:  ▼

Override Taxes     Fixed Asset     Stock Item

Start Date:

End Date:

Useful Life:

Last Activity Date:

Text Exists:

## Commodity Account

Chart of Accounts

Accounts

Refreshments & Meals - Internal

# Approvals

When can I disapprove a web document – (CV & pcard documents, Travel Claims)?

What happens when I unsubmit the CV?

What does “S” on FOIDDOCH mean? What to do?

# The university recognizes the need for official entertainment.

Promotional Expenses for official entertainment, community relations, or public relations may be reimbursed by the university **only** when such activities are directly related to the objectives and mission of the university.

An official guest is:

- (1) a person, not otherwise employed or compensated by the university, who is present on campus to render a service, at the invitation of the university, or as a guest of the university,
- (2) for unique situations, whereby an employee is hosted by the University in a non-employment capacity.)

# Food & Refreshments

- When is it Allowed for Employees? APM 70.20

Refreshments are allowed for departmental sponsored meetings or training sessions when:

- The meeting or training session has published agenda and attendance by employees is mandatory.
- The meeting or training session is intended to last three hours or more.
- The meeting or training session has a minimum of five employees attending.
- The total per attendee cost of the refreshments does not exceed \$7.50, which is the allowable partial day per diem amount established for breakfast.

Meals are allowed for departmental sponsored meetings or training sessions when:

- The meeting or training session has a published agenda and attendance by employees is mandatory.
- The duration is intended to be at least six hours or more and has at least five participants.
- The meeting or training session location or scheduling conflicts does not lend themselves to a meal recess.
- The meeting's business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis.
- The total per attendee cost of the refreshments does not exceed the allowable partial day per diem reimbursement (i.e., \$10.50 for lunch, \$16.50 for dinner).

In addition to the above criteria it is important to note, "regularly scheduled staff meetings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the state." (APM 70.22) Additionally, the purchase of food or refreshments for holiday social gatherings and year-end employee parties are not allowable per the cited policies.



## 70.21 - University Entertainment Reimbursement

**C-1. Entertainment Approval Form.** Documentation submitted for payment: properly authorized Entertainment Expense Approval Form.

Subject to approval by the next level of authority, e.g.

Authorizing such expenses certifies that the event or activity was an “official function”

The University will not pay for entertainment costs without an authorized Entertainment Expense Approval Form with an approved Claim Voucher [See 60.31].

**C-2. Supporting Documentation.** Supporting documentation is required for all entertainment, including home entertainment. Includes:

Entertainment Expense Approval Form, date, names of attendees, location and official purpose of function.

Actual receipts or invoices from the vendor. Credit card receipts are accepted if accompanied by a receipt from the vendor.

**C-3. Funding Sources.** Limited to foundation (“N” gift accounts) and local funds (“Y, 6” local service accounts), per SBE Governing Policies and Procedures, Section V. V.

**C-4. Alcoholic Beverages.** Subject to approval by the next level of authority, e.g., Use of alcohol must be identified on the Entertainment Expense Approval Form.

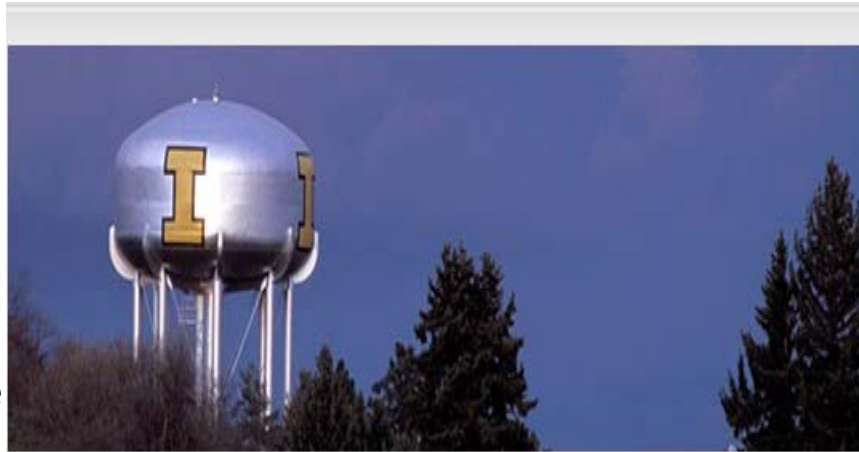
## Summary

1: Why do we use a claim voucher?

2. commodity codes on cv only default the expense code. You can change the codes on the forms.

3. You can disapprove web documents in the web forms, but not in Banner for changes. – History already exists.

4. Food & Refreshments – Remember the entertainment form, and the backup documentation to show that it is an official function of the UI and if Alcohol was provided.



## Accounts Payable

The primary purpose of the Accounts Payable Department is to ensure the timely and accurate payment of business transactions for the University of Idaho and its affiliates along with providing customer service to the university community through information communication.

## Office Hours

Monday thru Friday 7:30am to 4:30pm Pacific Time

### Direct Deposit Sign Up

[Vendor ACH \(Direct Deposit\)](#)

[AP and Travel Direct Deposit](#)

[Student Direct Deposit](#)

[Payroll Direct Deposit](#)

### Resources

[Claim Voucher Web Form Instructions](#)

[Administrative Procedures Manual, Chapter 75](#)

[Purchasing Card Listserv](#)

[Purchasing Card Manual](#)

[Train Track](#)