Financial Transaction Guidelines

ERS

Travel/ Group Meal Forms

- Purpose/Description – Who, What, When, Where and Why
- Scanned in travel/ group meal forms should match what is in ERS
- Be sure scanned in receipts are scanned in clear and legible
- Be sure to allocate object codes (331,332,329,363, etc.) within a travel report to the correct category/line items
- Reimbursement reduction – must specify reason for reimbursement reduction (reduce per diem to actual meal expense, to remove personal expense, etc.) If multiple reimbursement reductions are being done, the amount for each type of reimbursement reduction must be specified.

Travel Forms

- Travel forms must be itemized by expense category
  - When using reimbursement reductions for:
    - Claiming actual meals (DO NOT scan in meal receipts)
    - Mileage over 750 miles Roundtrip when airfare comparison is cheaper than total mileage, be sure to attach comparison
- Itinerary should include City, State which traveler is traveling to/from, as well as date and time (AM/PM) left and returned
  - Itineraries should not be created unless traveler is claiming per diem.
- Receipts – ALL must show PAID IN FULL ($0 balance). See specific instruction for airfare below.
  - Express Hotel Receipts are acceptable as lodging back-up ONLY when a purchasing card is used
- Be sure to reference other report name in description if charges are on multiple reports.
- NEI (Non-Employee Information) Forms should have all required back-up scanned in
  - Helpful Link: guru.psu.edu/tools, choose Non-US Citizens Payment Guidelines

- Must have Attendees listed on group meal form and in ERS (Group of 12 or more, use group of 12 or more option in ERS and attach list of attendees with back-up)

- University Policy is a 20% Tip Amount (over 20% charge to Assistance Funds)

- Check alcohol box if alcohol purchased

- Must use appropriate business purpose must be documented in ERS when paying for child/spouse meals

- Helpful Link: www.gsa.gov/portal

- Helpful Link: www.defensetravel.dod.mil/site/perdiemCalc.cfm

Airfare

- Airfare NOT purchased via p-card must either have copy of cancelled check/credit card statement or e-mail with ticket number to prove payment of ticket. (NOTE: ticket number for airfare is given after 24 hours cancellation period is over and purchase is finalized)

- Travel On-lion airfare comparison needed for airfare charged to federal funds when airfare is purchased outside of Travel On-lion

IBIS DOCUMENTS

- Backup sent to Admin Services for subcontract SRFC's should be as follows (this pertains to electronic and paper SRFC's):
  - SRFC printout, original signed letter from Grants office, original invoice backup
  - SRFC printout, two copies of invoice backup

- For all other SRFC's (this pertains to electronic and paper SRFC's):
  - SRFC printout, original invoice and copy of invoice.

- Honorariums, JV's and IDCC's DO NOT require backup to be sent to Admin Services or Central. Mark electronic forms "No Backup" and keep backup in your department.

- Please do not send backup for SRFC's until AFTER the electronic document has ALREADY been approved to Angie.

PURCHASE ORDERS

- When charging a PO to a grant, check the end date of the grant and if the purchase is within the last 6 months of the end of the grant but the grant is going to be extended, add a comment in the PO stating that. If it is not going to be extended, there needs to be a justification done by the PI attached to the PO as well as a note from the Grants office indicating that the purchase is ok to make. If these steps are not done, the PO will be rejected.

PCARDS

- All p-card backup still comes to Angie. Natashia is helping with reconciling but Angie is still in charge of p-cards so all backup and questions should still be directed to her.

- We are still having quite a few auto-posts but haven't seen hardly any cards being suspended. Please start suspending cards per the p-card policy that was put in place at the request of you.

- When sending over p-card back that has auto-posted, please mark on the support form that it is an auto-post.

- When Cardholder is housed in one department and wants to charge transaction to another department, please ensure you work with other department to find out all pertinent information to be entered on p-card support form before sending to Admin Services. Current procedure is that once the transaction has been reconciled, the backup is sent to the department being charged. In the case of charge being split between two departments, the backup is typically sent to the department that is charged the most. It is the responsibility of both departments to make sure copies are given to whomever needs them.

- If a p-card transaction is to be charged to a budget outside of the College, you will need to charge it to your budget and then do a JV to move it to the outside College. We are not able to reconcile a p-card charge to a budget outside of our College.

Other

- The approval role in the units is a critical. Approver must review all transactions to ensure
  - Legitimate business purpose (who, what, where, when and why)
  - Appropriate object code (refer to Appendix 9)
  - Transaction is within policy (refer to appropriate policy where necessary)
  - Supporting detailed documentation is attached
  - Expenditure is appropriate on funding being charged
  - Necessary signature are obtained, where appropriate

- Any forms that require FO signature, please send to Angie and she will either sign or get Brian to sign if needed.

- Angie does not keep copies of any documents in her office. It is the responsibility of the departments to have copies of all documents.

If you have questions when approving a document, please call.