College of Ag Administrative User's Group

November 9, 2016
9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Deposit Ticket Project – UK Treasury Services – Kevin Sisler

Treasury Services is implementing a new procedure to streamline the transmittal (deposit) process. There will be new pre-printed deposit tickets unique to each area/unit. These will be 3-ply, as opposed to the current 4-ply tickets. Kevin will work with college business areas to coordinate location ID assignments. Departments will then order their own deposit ticket books (at no cost). After receipt of new deposit tickets, Treasury would like to collect the unused old deposit tickets. The Treasury Services Deposit Ticket Project handout is attached.

Gifts Receiving - Ag Office of Advancement – Pamela Gray

Pamela Gray, Senior Director of Philanthropy, emphasized the importance of the timely and accurate handling and processing of gifts. All gifts coming into the college must be coordinated through their office. If any department has questions about gifts, they are urged to contact the CAFE Office of Advancement. A handout is attached that outlines the current Endowment and Gifts procedures.

1. Research & Grants

a. eCRT Overview (Electronic Effort Certifications) – *Chris showed a few slides to preview the changes that are forthcoming in the effort certification process. This will be done electronically (on-line) and will go live in the early months of 2017. This process will be a project payroll confirmation based on charges being reasonable (as opposed to effort) and should reduce the paperwork involved by a considerable amount. The plan is for this certification or review to be done quarterly. Data can be downloaded to pdf and Excel. Training will be provided and should begin in December 2016.*

b. G/L's on Federal Capacity Grants (avoiding CAS charges) – *The analysts have reviewed expenses considered CAS items on theFFY16 capacity grants through October. After working with the departments, most have either been reclassified to a new G/L or removed to state funds if deemed unallowable. The link to the bud rule crosswalk, http://www.research.uky.edu/ospa/info/docs/crosswalk.xls was also shared to demonstrate which G/Ls are classified as CAS (i.e. unallowable) expenses on grants. Federal capacity grants should be considered the same as a bud rule 4 (column A) for competitive grants when selecting a G/L code. Any expense that rolls up to a sponsored class ending in a "9" or has "CAS" in the title needs additional justification. Departments should avoid using G/Ls 'miscellaneous' or 'other' when posting expenses, including Special Activities (535024), as there is typically a more appropriate code to use based on the business purpose of the expense. G/L code descriptions can be found on General Accounting's webpage at http://www.uky.edu/EVPFA/Controller/files/Expense%20GL%20Accts.xls. Reminder - the G/Ls can be edited when entering PRD's and SRM's once the category code is selected. For example, OfficeMax purchases of binders or notebooks to be used for training default to office supplies (540334) but can be updated to workshop/conference (530191). Effective 10/1/16, general purpose capital equipment (including farm equipment) purchases > $5,000 on a federal capacity grant needs pre-approval from NIFA via the CAFE Business Center. The business center will share the form when it becomes available from NIFA. In the interim, continue to work with your business analyst when making capital purchases on federal capacity funds.*

c. Overtime on Grants – *Overtime charges must be removed from all federal funds (bud rule 4 and capacity grants) on a timely basis (<=90 days) unless specifically approved and budgeted on the project. Competitive grants (304-/32- prefix) that are bud rule 5 & 9 should be reviewed based on the award agreement to determine if the overtime is allowable and/or appropriate for the project. The full 1 ½ x pay rate must be removed along with the associated benefits. Contact your business analyst for a template to use to assist with calculating and creating the JV document to remove the overtime expenses. Infotype 0027 changes or % of effort allocations do not prevent overtime charges on grants as SAP will allocate the full payroll regardless of % charged based on the cost distribution. Try to limit retroactive postings on FCGs as much as possible, as the BW Labor Distribution reports do not account for JVs that are processed in SAP. The attached handout has more details. Contact your unit's business analyst if you have any questions.*

d. Tuition Budgets on Grants – *Beginning with the Fall 2016 semester, any tuition that is paid on a grant must have tuition in the grant budget; check PADR's. If departments had tuition on grants for which there* *was no budget, the expense was moved to the departmental overrun account. If there are tuition charges on your overrun account, contact Betty or Kim.*

2. Procurement & Travel

a. TRIP (Tips, Info, Retrieving Documents) –*April Lyons demonstrated how to review trip documentation and how to check the status of a travel report in the new TRIP system. Links to policies and training materials for TRIP can be found under the Employee Self Service tab – Travel Requests and Travel Expenses section on myUK. The status of the TRIP can be found by either using myUK workflow – Travel Document Workflow Tracking and searching by personnel number or the TRIP number or by t-code pr05 in SAP and searching by personnel number. Documentation including the TRIP Expense Report and attachments can be found by using either t-code zecm_fidocs or pr05. These options were demonstrated and preferences were outlined for specific purposes of retrieving travel information. For multiple daily trips throughout a month, it was recommended the departments' travelers use a mileage log to attach to the expense report for the details of the trips. A sample log or template might be a good idea so that everyone would have the same necessary information on the log. Several handouts are attached relating to TRIP and travel guidelines, including a QRC for TRIP Documentation in ECM.*

b. Equipment Inventory – *Andrew Gehring reminded the group of the capital equipment inventory dates for this year (November 1 – December 16). The capital inventory threshold changed last year from $2K to $5K, so anything in that range should now be considered minor equipment. Departments are urged to inventory their minor equipment during this time. All lost equipment reports should be sent directly to Andrew. Remember that the proper form(s) must be submitted to officially remove items from your inventory.*

3. HR & Payroll

a. FLSA Update – *On December 1, 2016, many employees will be changed from monthly to bi-weekly payroll due to the salary threshold for exempt status being increased from $23,600 to $47,476.00. We expect 60-75 employees in the college may be impacted. Any overtime hours should be pre-approved by the supervisor. HR has weekly training sessions for time entry and other related topics. The business center will enter all of the HR actions for the departments. Affected employees will be notified. Information will follow via email distribution, after HR decisions are finalized (hopefully next week).*

b. Change in Base Pay Workflow (Pilot Update) – *CAFE and A&S are serving as the pilot colleges for this new on-line method of changing base pay. This is our chance to give feedback on how it is working. Departments are encouraged to use the reports that Le Anne distributed recently (SBWP and /SPIN/ER – Locked Payroll Report).*

c. Bonus Holiday Load Reminder – *The holiday hours have been loaded by EAG. See attached handout for requesting these dates correctly.*

d. Performance Evaluation Release Date – *The PE self-evaluations will be open on December 5, 2016. If you need to make adjustments to JAQ's, please put in the comments/subject "For PE Purposes". Departments should set a deadline for the self-evaluations to be completed in order to move the process forward on a timely basis. The college deadline for PE completion is February 24, 2017.*

e. ZPAR/Holiday Payroll Schedule – *ZPAR's are due December 21. All time should be approved and transferred on December 22. Bi-weekly final approval date is 12/26/16. December 30 is a double payroll day; all printed checks will be mailed to employees' home addresses.*

f. W-2 On-Line Option / Address Update Reminder – *All departments are encouraged to remind employees to review their taxes and to update addresses if necessary, so that all information is accurate in the system. They should also urge all employees to sign up to receive on-line W-2 forms (especially new hires), if they haven't already. Those who have signed up in the past do* ***not*** *need to sign up each year. The new 1095 form will be mailed from the Benefits Office by 1/30/17. Do not contact the Payroll Office about this form.*

4. Budget & Finance

a. Commitment Funding – *All of the Dean's commitments (for those who have contacted April) will be completed soon. Departments, if they have not yet done so, should contact April immediately about any commitment made by the Dean, in order to confirm the budget transfers that are needed. State commitments will be processed first, then the federal ones will follow.*

5. Other

a. New Staff – *Trish Coakley was introduced as the new staff member in Dr. Lisa Collins' office. Trish replaces Betsy Kephart, who retired recently.*

b. Sign-In Sheet and Relay Meeting Info to Other Departmental Staff

NEXT MEETING: Wednesday – February 8 @ 8:30 am (Gorham Hall, Good Barn)

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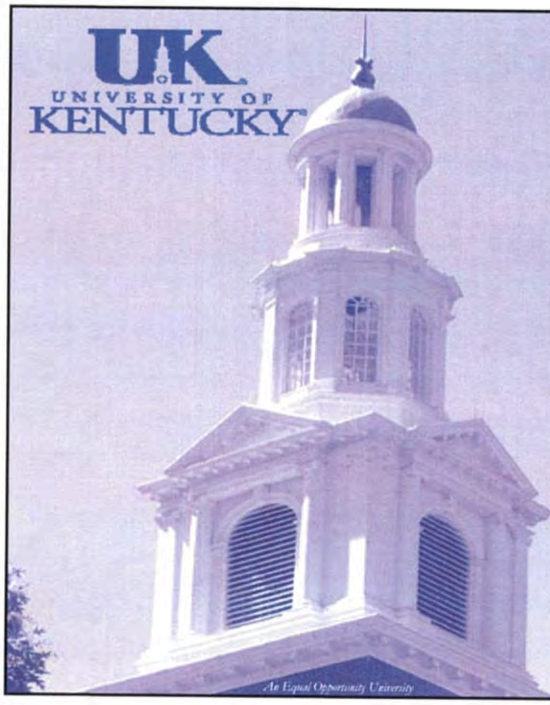

Treasury Services Deposit Ticket Project

Kevin Sisler
Director of Treasury and Merchant Card Services
University of Kentucky
Office of the Treasurer
(859) 257-7356

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Deposit Ticket Project

- Will provide new efficiencies in handling campus deposits and posting transmittals within SAP
- All campus units will receive new deposit tickets unique to the areas making the deposits
  - Each area will receive a unique location ID (7 digits – Example 0020026)
    - First 3 digits will be assigned by Treasury Services and indicates the college or business area
    - Example: College of Dentistry – 002
  - Business Officers will be able to assign the last four digits to identify the specific areas within their college or business area.
    - Example: College of Dentistry Academic Affairs – 0026

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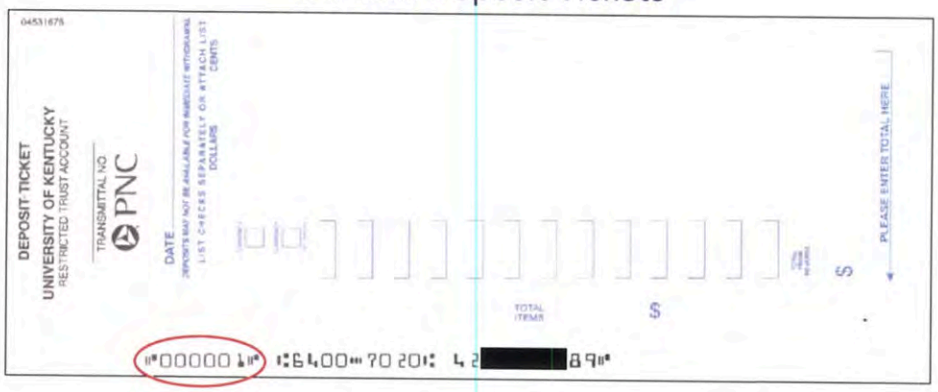
Deposit Ticket Project

Current Deposit Tickets



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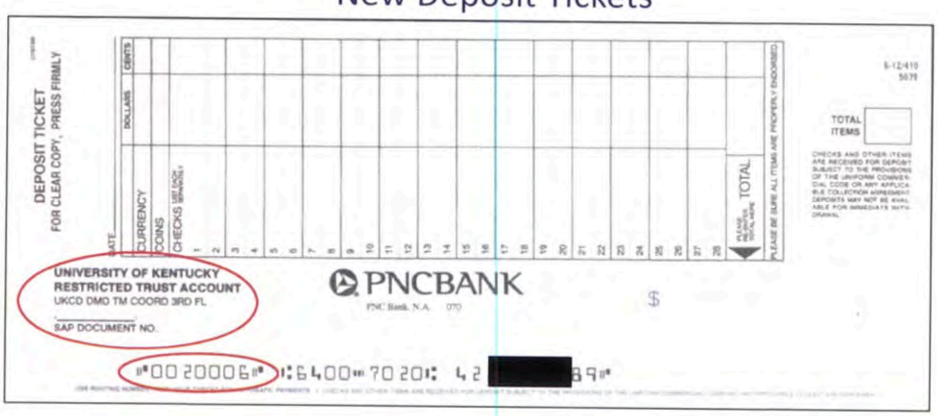
Deposit Ticket Project

New Deposit Tickets



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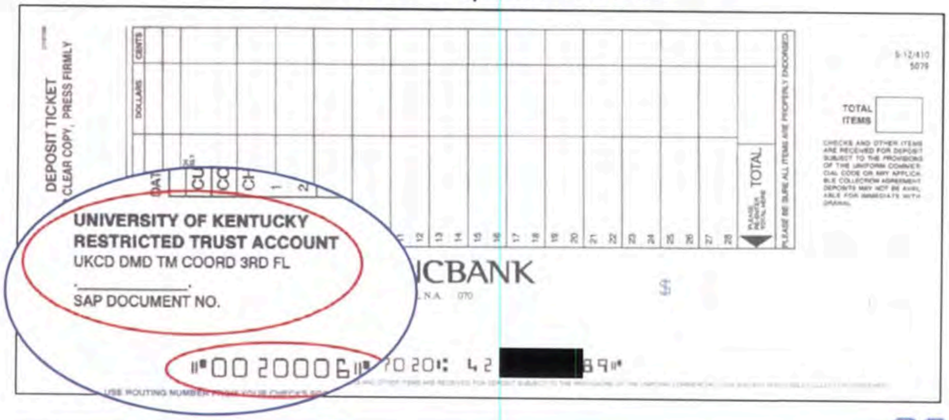
Deposit Ticket Project

New Deposit Tickets


DEPOSIT TICKET
CLEAR COPY, PRESS FIRMLY
DOLLARS
CENTS
TOTAL
TOTAL ITEMS
UNIVERSITY OF KENTUCKY
RESTRICTED TRUST ACCOUNT
UKCD DMD TM COORD 3RD FL
SAP DOCUMENT NO.
CBANK
00 20006 70 20: 42 [redacted] 39

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Deposit Ticket Project

- Deposit Tickets will be 3-ply instead of 4-ply
  - White – inside deposit envelope
  - Yellow – attached to transmittal delivered to Treasury Services
  - Pink – retained for departmental records
- Business areas will be able to reorder their own supply from PNC
  - Quantities of 200 (e.g. 200, 400, 600, etc.)
- Treasury Services will be contacting each Business Officer and coordinating the Location ID assignments and initial order.

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Gift Deposits

Treasury Services and the Office of Philanthropy are announcing changes in how gifts will be deposited.

Nikki Russell
Director of Gift Receiving
UK Office of Philanthropy
Phone (859) 257-3914

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College of Agriculture, Food & Environment

Endowments, Gifts, & Donations

http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf

Quick Reference Guide

- **General Information:**

  1. Coordinate receipt and deposit of **all** endowments, gifts, and donations through the CAFE Office of Advancement.

  2. All Donor agreements must come through the CAFE Office of Advancement.

  3. The CAFE Office of Advancement can provide appropriate language for the donor letter to ensure timely establishment of restricted cost centers.

  4. When a discretionary gift is anticipated from a donor, we need either a copy of the solicitation letter/document **or** a letter from the donor that states that the gift is "to be used at the discretion of (*the department head / recipient*)".

- **Cash & Check Transmittals:**

  1. All cash and check transmittals (**for gifts**) must be routed through Treasury Services, 356 Peterson Service Building, 0005.

  2. Each cash/check transmittal submitted to Treasury Services should have the following attached:
     - Original Transmittal form, including an extra copy for departmental receipt
     - Check(s) or Cash
     - Deposit Slip

  3. Copies of transmittals and documentation (donor letter, copy of checks, and deposit slips) should be submitted as follows:
     - Transmittal and documentation emailed to giftstouk@uky.edu for the UK Office of Philanthropy.
     - Transmittal and documentation emailed to taneshia.bridges@uky.edu for the CAFE Office of Advancement.

- **Endowments:**
  1. Fund Center (General Ledger)
     - 070 True Endowment
     - 071 Quasi Endowment
     - 072 Term Endowment
     - 073 External Trust
     - 074 Charitable Trust
     - 075 Charitable Annuity
  2. Spending Distribution Cost Centers
     - Restricted cost center must be set up with the endowment
     - Only income allowed is from the endowment's earned interest
     - A secondary restricted cost center may also be set up for gifts only

  http://www.uky.edu/EVPFA/Controller/files/endow/SAPInstr.pdf

- **Policies and Procedures for Soliciting, Receiving, Recording and Acknowledging Gifts and Donations**

  http://www.uky.edu/EVPFA/Controller/files/BPM/E-22-1.pdf

Overtime Guidance for Sponsored Projects and Federal Capacity Grants

Historically, federal agencies do not allow pay above the institutional base salary for employees. Overtime for staff or overloads for faculty are considered "premiums" above and beyond the institutional base pay. Unless specifically budgeted and approved by the sponsor on a competitive federal of federal flow-thru grant, the expense is unallowable.

In conjunction with the Office of Sponsored Projects Accounting, below are the guidelines to be used when reviewing overtime on a grant. **Bud rule can be found on the award tab on GMGrantD for competitive grants*

1. For Bud Rule 4* – overtime must be removed unless it is specifically approved by the sponsor and budgeted on the project. If there is no budget for the overtime, it must be removed by the department.
2. For Bud Rule 5 or 9* – As with any other expense posted to the project, the department ensures the accuracy of the overtime charge and that the allocation is appropriate based on the employee's effort to the project. If the overtime does not benefit the project or should not have been allocated to the project, it is an unallowable charge on the project, and it must be removed by the department.
3. For Federal Capacity Funds – overtime must be removed unless substantial justification can be documented by the department to support the costs solely benefitting the project being charged.

Overtime charges should be reviewed as part of the department's normal reconciliation process and removed as needed within the normal standards of the cost transfer policy (<=90 days). The department will be notified on the pre-close out review by the FA 60 days prior to the end date if any unbudgeted items exist – including OT. The FA will remove any unbudgeted OT at close out but it should only be for charges posted within a timeframe that would have left the department inadequate time to process their removal. Overtime on Federal Capacity Funds should also be removed timely.

Overtime Charges in SAP

Overtime is charged at a rate of 1½x the employee's regular hourly rate for hours worked above 40 hours in a week. In SAP and BW, only the actual ½x rate is charged to the overtime GL or cost object, while the 1x rate will charge to the regular salary line for the employee. For grants, the full 1½x rate must be removed from the project. Templates are available to assist departments in this calculation for the necessary journal voucher using the BW Labor Distribution report. http://acsg.uky.edu/AgWeb2/BW_Labor_Distribution_Report.pdf

Overtime cannot be allocated by changing the % of effort charged to a sponsored project or cost object. If there is a cost distribution for the employee (infotype 0027), then any overtime will allocate based on the distribution of effort.

Fund (gen view)		First Name	Employment Status		Position	G/L Account	End Date of For-Per.	Number of/Hours 08/06/2016	Amount 08/06/2016
0251101616	AES Hatch Act '16	Joseph	3	Active	50109367	0000512041	Technical-Regular	61.200	$ 1,139.55
						0000512042	Technical-Nproductv	13.500	$ 251.37
						0000512044	Technical-Overtime	1.800	$ 16.76
						0000520106	EHC-Tech/Paraprofess	0.000	$ 222.75
						0000520206	ELI-Tech/Paraprofess	0.000	$ 0.67
						0000520406	FICA-Tech/Paraprofes	0.000	$ 104.22
						0000520506	Retmt-Tech/Paraprofe	0.000	$ 125.67
						0000520720	MFB - Staff	0.000	$ 56.30
						0000520768	ADD-Tech/Paraprofess	0.000	$ 0.27
						Result		76.500	$ 1,917.56

Cost Element	Cost Element Text	For period	Hours	Amount	per hour	Overtime	Calculation	Category
512041	Technical-Regular	8/6/2016	61.20	1,139.55	18.62	1.80	33.52	Salary OT
512042	Technical-Nproductv		13.50	251.37				
512044	Technical-Overtime		1.80	16.76	9.31		16.76	OT
							50.28	Total OT
							1,407.68	Total Salary
							3.6%	OT %
520406	FICA-Tech/Paraprofes			104.22		3.6%	3.75	FICA
520720	MFB - Staff			56.30		3.6%	2.03	MFB

Please direct any questions you may have to your unit's business analyst.

Travel

http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf

Quick Reference Guide

- **General Travel Information:**

  1. Employee must submit a travel expense report immediately upon return from the trip in order to provide sufficient time to obtain all approvals and forward to Accounts Payable so that the traveler will be reimbursed within the 60-calendar-day timeframe.
  2. All receipts pertaining to the trip will be uploaded within the TRIP system for documentation and reimbursement (parking, taxis, baggage fees, etc.).
  3. Traveler must choose the most economical means feasible (i.e. auto mileage vs. airfare and the most economical airfare versus the most convenient for the traveler).
  4. A listing of non-reimbursable expenses can be found in E-5-1 section VII.

- **Combined Business and Personal Travel:**

  1. When combining personal with business travel on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were only flying on official UK business. This cost comparison must be printed from Concur (UK's online booking tool). The date on the cost comparison must match the date the ticket is issued. UK will reimburse the lesser of either the actual ticket airfare or the cost comparison airfare.
  2. When combining personal with business travel, all travel expenses must be paid using personal funds. (Conference registration fees and lodging expenses for the nights related to the business purpose of the trip are the only exceptions.)

- **Automobile Travel:**

  1. Private vehicle mileage reimbursement (in excess of 400 miles one way) shall not exceed coach airfare. A valid airfare cost comparison from Concur, UK's online booking tool, must be obtained at least three (3) weeks prior to departure date and be uploaded to the TRIP system.
  2. Mileage rates are limited to federal, reduced federal, and state rates. Depending on the fund source provided, some rates may be unallowable.
  3. If a dept was previously using the College rate of .39, they may continue to choose to use a lower rate by selecting the state rate.
  4. If a rental car is used,
     - The traveler must have an MVR Release and Information Form on file with Risk Management;
     - The most economical car feasible must be rented;
     - The cost can be charged to the pro card, unless personal days are included;
     - Reimbursement for actual gas charges (with original receipts) is allowed;
     - Rental insurance is only needed for car rental outside the U.S.

- **Air Travel:**

  1. It is preferred that UK Travel is used when booking airline travel. UK Travel vendors are AAA Corporate Travel Services (323-5354), Avant Travel (233-0000), or Concur Travel (UK's online booking tool, tickets processed by AAA). Alternate vendors can be used if:
     - Employee shows that a favorable airfare was obtained through the alternate vendor by submitting a valid cost comparison from Concur attached to the travel expense report; more details regarding cost comparisons can be found at BPM E-5-1.VI.A.1.c; and
     - Employee uses personal funds for booking.
  2. Air travel on sponsored projects that include federal funds, directly or indirectly, must comply with the *Fly America Act*. All travel booked through Concur indicates itineraries compliant with the Fly America Act with an American flag carrier coded as part of the flight number indicated on the airline ticket. Please see E-5-1, VI.A. 1.a. for more details.

- **Airfare Cost comparisons:**

  1. The cost comparison must show an itinerary with the same dates, the same travel destinations, and the same approximate time of departure as the ticket purchased from the alternative vendor.
  2. The cost comparison must be the first page of available itineraries from Concur Travel, which also shows the search parameters used. (Right-click mouse to capture/print all information.)
  3. The cost comparison must be printed on the same day the ticket is purchased.
  4. A cost comparison is required when a ticket is purchased from an alternate vendor.
  5. A cost comparison is required when an employee chooses to drive (>400 miles) instead of to fly.

- **Lodging:**

  1. Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed a pro rata share of the room charge. Request separate receipts.
  2. The University does not pay lodging expenses for an overnight stay within forty (40) miles of the employee's official workstation or home.
  3. Telephone and internet costs for necessary official University business shall be reimbursed, unless the traveler is receiving a cell phone allowance.
  4. When the destination is less than 400 miles (one way) from the traveler's workstation or residence, expenses incurred while en route to and from the destination are limited to mileage, tolls and subsistence. Lodging expenses will not be reimbursed while en route to and from the destination.

- **Per Diem:**

  1. Subsistence cannot be claimed for meals that are included in registration fees. To determine meal reimbursements, obtain conference brochure and upload it to the TRIP system.
  2. Subsistence is paid when the employee's authorized work requires an overnight stay.
  3. In addition to an overnight stay, subsistence reimbursement for meals requires the employee to be in travel status for the entirety of the time frame established for that meal (Breakfast 6:30 a.m. thru 9:00 a.m., Lunch 11:00 a.m. thru 2:00 p.m., Dinner 5:00 p.m. thru 9:00 p.m.).
  4. The only exception for a meal to be reimbursed without meeting the criteria in #2 and #3 above is if the employee is required to attend a function such as a luncheon or dinner meeting, banquet or special event. The employee must submit the actual receipt for the meal **and** a memorandum from their supervisor noting the employee's required attendance at this event or function. If in travel status, the employee may be reimbursed for the cost of the meal on the travel expense report, provided the documentation referenced above is attached. Working meals for employees not in travel status should be reimbursed via PRD, and would require the Request for Employee Reimbursement and Invoice Form in addition to the receipt and supervisor memorandum.
  5. Subsistence rates are based on the location where the employee is at midnight each day during their travel.

- **Travel on state-sponsored research projects must adhere to a different set of rules and regulations, including, but not limited to:**

  1. Must use rates authorized for state employees. These rates are less than the federal rates used by the University. Principal investigators and department administrators are responsible for adherence to the state policies and rates located at: http://finance.ky.gov/services/statewideacct/Pages/travel.aspx .
  2. Meal per diems are based on two rates, low and high rate areas. The individual meal rates can be found under *Guidance - Employee Travel Regulation, Section 7*. The list of high rate areas can be found at the same link under *Rates – FAP 120-17-03*.
  3. Mileage rates can be found at this same link. Please note that this rate changes every three months, so you must check the current rate for the time period of the travel.
  4. If a department wants to reimburse an employee traveling on a state-sponsored project using higher University rates, the difference between the two rates must be charged to a departmental cost object.

- **The use of personal funds is required (DO NOT USE PROCARD) in these cases:**

  1. When combining personal and business travel on airfare.
  2. When purchasing airfare via outside vendors (Expedia, Travelocity, Orbitz, etc).
  3. When companion travelers are traveling with the employee. If you go thru Avant, reservations for the employee and companion traveler can be made at the same time using multiple forms of payment to allow for the use of a pro card for employee travel and personal funds for that of the companion traveler.

TRAVEL REIMBURESMENT FAQ's

Travel Procedure Questions

1. **Who will have access to TRIP?**

   All full-time and part time employees with access to Employee Self Service (ESS) will have access to TRIP. To get access for others, they must have the proper SAP role assignments, must have access to ESS, and add info type 0017 to their personnel master record in HR.

2. **Where is the Trip training material located?**

   The training guides are located on the Travel menu under the Travel Requests and Travel Expenses link on the Employees Self Service tab.

3. **Where are the Trip Quick Reference Cards located?**

   The Trip Quick Reference Cards are located on the Accounts Payable website at https://www.uky.edu/EVPFA/Controller/payable.htm.

   The College of Agriculture, Food, & Environment's Quick Reference Guide is located on the Business Center website at http://acsg.uky.edu/AgWeb2/TravelQRG.pdf.

4. **Are travelers required to create their own travel documents in TRIP?**

   No but they can. The system allows for the traveler to create their own travel request and travel expense document or another person (called proxies) can create them on their behalf. The travelers will still be required to approve all travel documents created by the proxy. See training material "How to Set Yourself Up As a Proxy".

5. **Will travel expense reimbursements continued to be mailed to the traveler via check?**

   Travelers will be reimbursed for travel expenses processed through TRIP via his/her method of payment for Payroll. If the traveler's Payroll is direct deposited, the travel reimbursement will be deposited into the Main Bank account listed in HR for the traveler.

6. **Will the travel document creator be required to use the Department of Defense website to look up per diem rates for every TRIP?**

   No. Trip will automatically populate the correct per diem rates for the travel document based on the dates of travel and the destination(s).

7. **Will travel document creators need to request a vendor be created by Purchasing for new employees?**

   No. Employees with pending travel documents will have a vendor number created and automatically maintained by TRIP. The data in the vendor master record will be based on information in the travelers' HR records.

8. **Can a request for travel be created in TRIP?**

   Yes. If the travel dates are in the future, TRIP will create a travel request. Travel requests are not mandatory but are highly encouraged as many policy reminders have been added to assist with compliance.

9. **Will travel documents encumber funds for the trips?**

Yes. Both travel requests and travel expenses reports will encumber funds for the trips. Travel requests create statistical encumbrances until the travel request is approved and then the encumbrance becomes an actual encumbrance. Travel expense reports only create actual encumbrances.

10. Can the Budget Officer make a change to a travel document?

No. Only the travel document creator or AP can make a change to a travel document. If a change is needed by the Supervisor or Budget Officer, a revision can be requested through the workflow process.

11. How can the department access copies of the travel documents and supporting documentation after the trip is posted to SAP?

Once the trip is posted to SAP, the PDF travel document and all of the supporting documents are stored in ECM. Quick Reference Cards on retrieving the documents can be located on the Accounts Payable website https://www.uky.edu/EVPFA/Controller/Docs/QRC%20TRIP%20Documentation%20in%20ECM-Enterprise%20Content%20Management.pdf.

12. Who needs to approve the travel document?

Workflow for TRIP requires the traveler, the traveler's supervisor (as indicated through HR org structure), Budget/Business Officers, and the Accounts Payable department to approve a travel expense report.

13. What is the difference between a delegation and a Proxy?

A Proxy is unique to TRIP. It allows someone to create a travel document on another person's behalf. It does not allow someone else to approve the travel document. Delegation (known as a substitution rule) is used to provide another person the ability to approve workflow items on someone else's behalf. The delegation to another person for approval does not transfer the responsibility for accuracy and policy compliance. The traveler cannot delegate the traveler approval to anyone else.

Travel Expense Questions

1. When can gasoline expenses be reimbursed?

Employees are encouraged to use a motor pool vehicle if at all possible. When using a state (motor pool vehicle), the employee may not claim mileage. If an extraordinary circumstance arises that would cause the employee to put a gasoline expense on their personal credit card, the employee may be reimbursed on his/her travel expense report (as a miscellaneous expense). If an employee is using their personal vehicle, they may claim mileage on their travel expense report, but no gasoline expenditure will be reimbursed.

2. Can employees claim a student's travel expenses on his/her travel expense report?

No. An employee is only allowed to claim his/her own expenses on the travel expense report. The student's travel must be paid on a PRD on a specifically requested Student Pro Card.

3. Can employees claim taxi fare (or other ground transportation costs) to and from restaurants while in travel status?

No. The transportation cost to and from restaurants is included in the per diem subsistence (meal) rates. Taxi fares must specify where the taxi ride is taking the traveler to (i.e. hotel, airport, etc.).

4. **Can we use Delta.com?** E-5-1.VI.A.1.c.

   Delta.com is **not** an authorized UK travel agency. The Procurement Card can only be used for official University business travel arranged through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system, Concur (as explained in the Procurement Cardholder manual and the Reimbursement of Travel Expenses policy). Approved UK travel agencies are: AAA and Avant Travel.

   http://www.uky.edu/Travel/alternate.html

   NOTE: You can use other travel agencies for your business travel arrangements, but you **cannot** use the pro card if you choose to use another travel agency. You should instead have your traveler pay with a personal credit card and request reimbursement through the travel process (see BPM E-5-1). **Important**: The traveler must also provide a valid cost comparison and attach that to his/her travel expense report.

   Please be aware of this policy to avoid loss of procurement card privilege for airfare use.

5. **What pro card or PRD expense documentation does A/P need to be attached to the travel expense report?** E-5-1. IX.C.8.

   All receipts related to reimbursed expenses or expenses paid through pro card and/or PRD will need to be uploaded. Foreign travel expenses will need to have the line item detail documentation attached so that A/P can view the actual USD cost per the exchange rate.

6. **If the trip involves an overnight stay, can this travel be included on the same travel expense report with non-overnight trips during the month?**

   No, the traveler will need to submit separate travel expense reports for the day trips and overnight trips. The traveler must select the day trip template for all day trips for the monthly mileage claims only. The traveler must select the overnight trip template for trips that require overnight stay at the business destination. According to the travel policy, the travel expense report must be submitted immediately upon return from the trip and within a sufficient time frame for Accounts Payable to review, approve and pay the employee within sixty (60) days of the return of the first trip, or the reimbursement payment may be taxed.

7. **If an employee travels on business and plans to include some personal time during their travel, can they use the pro card for their travel expenses?** E-5-1. V.B.

   No, the traveler must use their own personal credit card for airfare and ground transportation and then get reimbursed on a travel expense report for the business portion of the trip. A valid airfare cost comparison as defined in E-5-1.VI.A.1.c. must be secured for what the airfare would have cost if the traveler were only traveling on official UK business. Registration fees and any business-related lodging expenses may be placed on the pro card.

8. **My department uses its own form to record private vehicle mileage during the month, which we normally attach to the travel expense report, can we continue to do this?**

   Yes, mileage details can be entered as a lump sum for the month if a log is maintained and attached to the Day Trip. The mileage screen will begin with the first date entered on the General Data section of the trip. Enter the Miles Driven from the log. If the mileage must charge various cost assignments, the mileage must be broken down and entered as a lump sum line per cost assignment.

9. **What if I have questions about the Motor Vehicle Record (MVR) Release and Information Form?**

   The form can be found on the UK Forms page. For questions, you may contact the UK Risk Management Office at 7-3708.

Updated 11/9/2016

10. **What if the employee is traveling to a foreign country but has to stay a night in a U.S. city before leaving the country, how are the per diem rates and G/L's determined?**

    The **amount** of the expense will be based on the per diem rate for that U.S. city (not the foreign destination), but the **G/L** will be recorded as a foreign G/L.

11. **Does this also hold true in the case of in-state and out-of-state as well?**

    Yes, per diem rates are determined by the location of the city they're in, and the G/L is based on the final destination of the travel.

12. **The travel expense report now requires a portion of the conference brochure be attached if the travel was for a conference. What portion of the brochure is required?** E-5-1. VI.E.1.

    The page of the brochure that identifies which meals are included in the registration fee.

13. **What documentation needs to be attached, if an external organization (third party) is paying for a portion of the travel expenses?**

    Upon entering the receipts for your trip you will select "Paid by 3rd Party" for each applicable receipt.

14. **If a traveler is claiming mileage only, what is the maximum number of months they can save up their mileage expense to do on one travel expense report?**

    If the travel document is a travel expense report and the document is created more than 60 days from the end date of the trip or the last day of the monthly mileage report, a reminder will pop—up with the policy regarding travel expense reports not processed within the established reasonable timeframe. The amount reimbursed is subject to taxation and shall be reported on the traveler's Form W-2.

15. **When using a personal vehicle, if the trip destination is less than 400 miles (one way) from the employee's workstation or residence, can lodging be claimed on the way to their destination?** E-5-1. VI.A.3.c.

    No.

16. **When using a personal vehicle, if the trip destination is 400 miles or more (one way) from the employee's workstation or residence, can the employee be reimbursed for lodging on the way to their destination?** E-5-1. VI.A.3.c.

    Yes. However, the maximum reimbursement for the entire trip, including mileage, tolls, lodging and subsistence, is limited to no more than the normal expenses that would have been incurred if commercial air had been used. To assist with this, please complete the air vs auto form on the UK Forms Page and attach to the travel expense report.

17. **Please clarify what is considered a "meal"? There is a question about when hotels serve continental breakfasts, is that considered a meal? If a conference brochure lists that a continental breakfast will be served, does that count as a meal that is included in the cost of the registration fee?**

    Accounts Payable does not consider a continental breakfast as a meal. So if offered by a hotel or part of a conference, they will still allow the employee to be reimbursed the per diem allowance for subsistence for that meal. We would hope that travelers would choose to have the hotel breakfast to save UK money, but we can't force them to do that, particularly if there are dietary restrictions.

18. **If personal vehicle mileage on a travel expense report needs to be adjusted by an amount due to the airfare cost comparison, where do they make that adjustment on the travel expense report?**

The cost comparison must be attached to the travel request in order to be evaluated by A/P. They will determine what the reimbursement cost will be based on the information provided.

19. **If an employee incurred parking expenses while attending a business-related meeting or event in town, how should this expense be reimbursed?**

    The expense will be reimbursed on either the Day Trip or Overnight Trip travel expense report.

20. **What happens if a travel expense report is not submitted in time for the employee to be paid within the 60-day deadline?** E-5-1. IX.C.2.

    In accordance with Section E-2-1 of the BPM, travel expense reports not received in time to be processed and paid within sixty (60) days will be returned to the originating department unless accompanied by a Request for Exception form which has been approved by the Office of the Treasurer. Requests for exception should be rare. **Note: Late travel expense reports may be subject to being considered taxable income.**

21. **In addition to airfare, lodging and registration, what travel expenses can be paid on the pro card?**

    All **allowable** travel expenses can be paid using the pro card while the employee is in travel status, **with the exception of meals**. (Please refer to the travel policy at E-5-1 to determine **allowable** travel expenses.)

22. **When can an employee claim dinner expense on their travel expense report?**

    When an employee's travel involves an overnight stay and the employee returns after 9:00pm. See examples below:

    Example 1: If an employee has been on an **overnight** trip and returns home after 9:00pm on the last day of his/her travel, the employee is entitled to receive the dinner expense for that last day.

    Example 2: If an employee's travel does not involve an overnight stay but the employee is traveling early in the morning through late at night (all within the same day), the employee is **not** entitled to any meal expense for that day.

23. **Is there any exception to the above examples for reimbursement of a dinner expense?**

    Yes, when an employee is required to attend a function such as a luncheon or dinner meeting, banquet or special event, the employee (**if not in travel status**) may claim this expense on a **PRD** and must attach to the PRD the actual expense receipt and a memorandum from the employee's supervisor explaining the required attendance at the event.

24. **If an employee is in travel status and is required to attend a luncheon or dinner meeting, banquet or special event that is more expensive than the per diem meal rate, can the employee claim this meal expense on their travel expense report?**

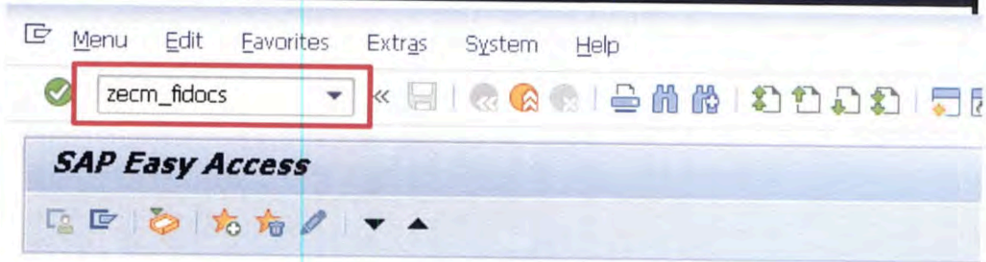
    Yes, if the employee has an actual receipt and a memorandum from the employee's supervisor explaining the required attendance at the event are attached to the travel expense report.

TRIP Documentation in ECM – Enhanced Content Management

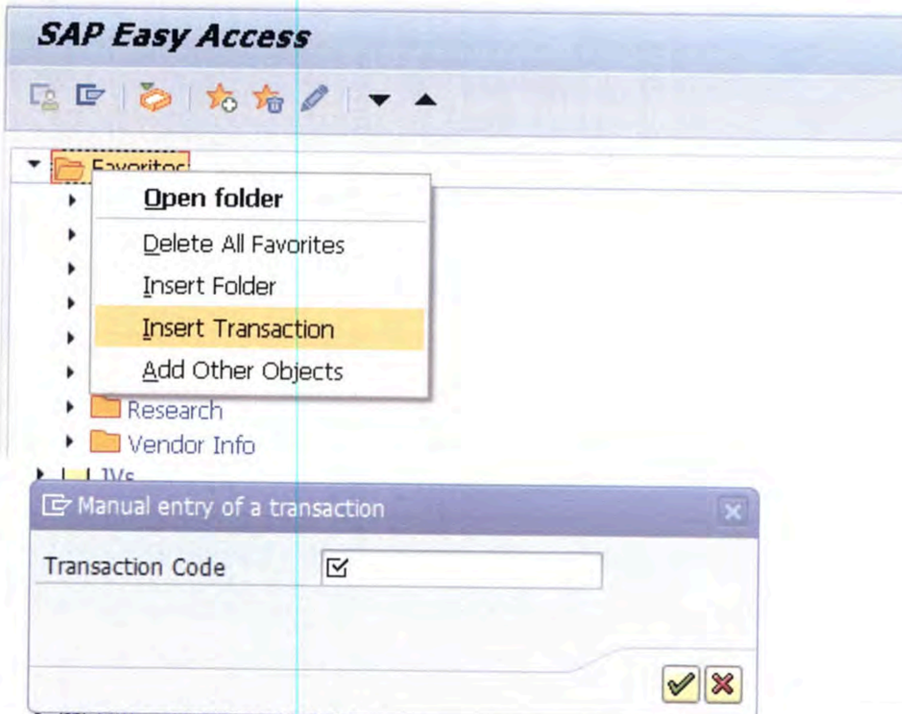
Process: To review a Trip and it's supporting documentation in ECM.

PROCEDURES

To view a Trip's supporting documentation directly through ECM (Enhanced Content Management), type transaction code ZECM_FIDOCS in the SAP Command Field. Click the green check button or press enter.



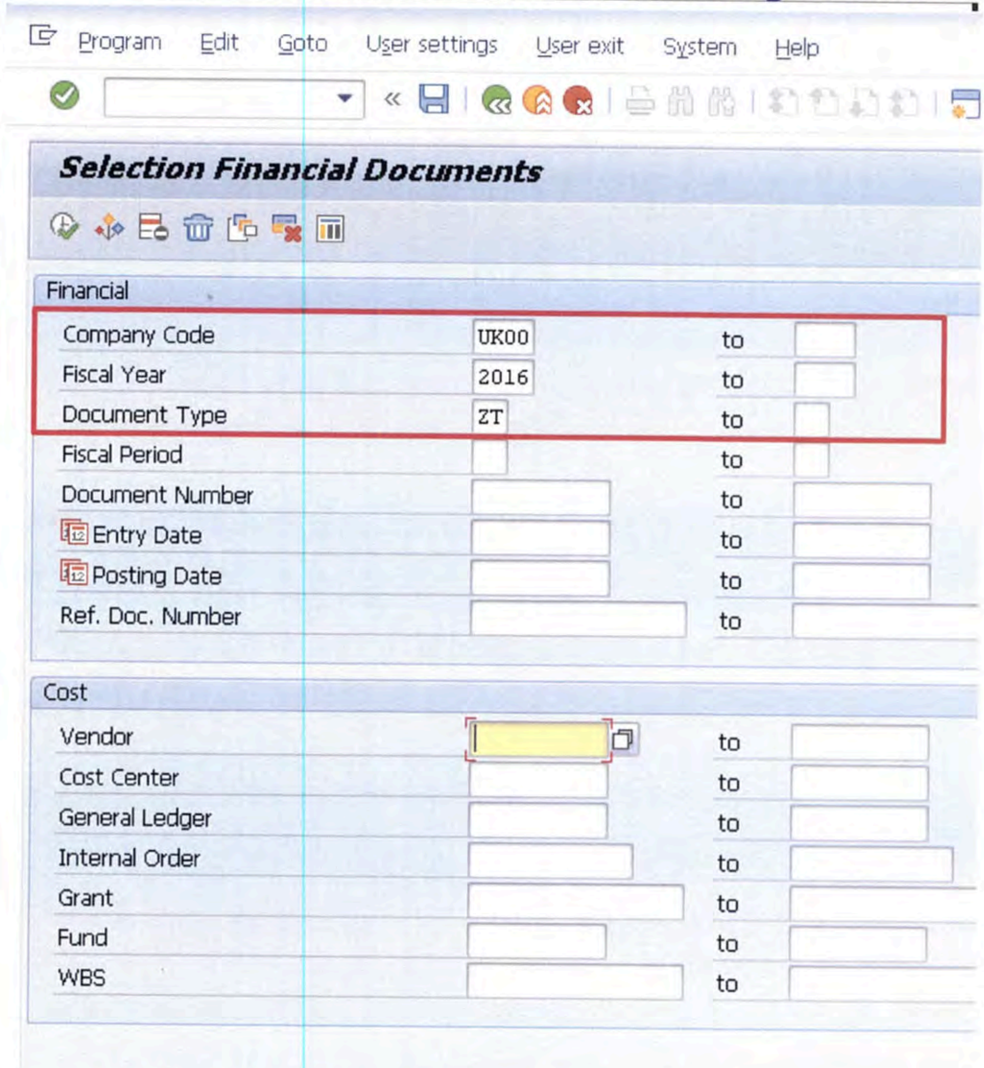
NOTE: To save this SAP transaction to your favorites, you must right click on Favorites and then click on Insert Transaction. Type in the Transaction Code then click the green Check.



TRIP Documentation in ECM – Enhanced Content Management

On the Selection Screen, the Company Code, Fiscal Year, and Document Type fields are mandatory. The Company Code is always UK00 and the Document Type is always ZT for a Trip.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.



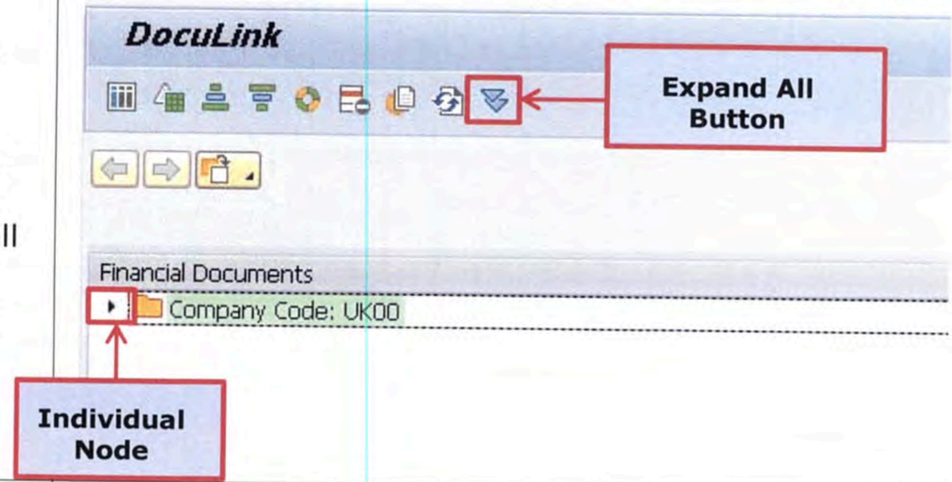
To review a specific Trip, the selection should be made by using the Document Number field (SAP document number 19XXXXXXXX from the SAP posting) or the Ref. Doc. Number field (10-digit trip number 0000000199).

To review the supporting documentation for multiple Trips from the same search, the cost object or the vendor number can be entered in the appropriate field.

Click the Execute button.

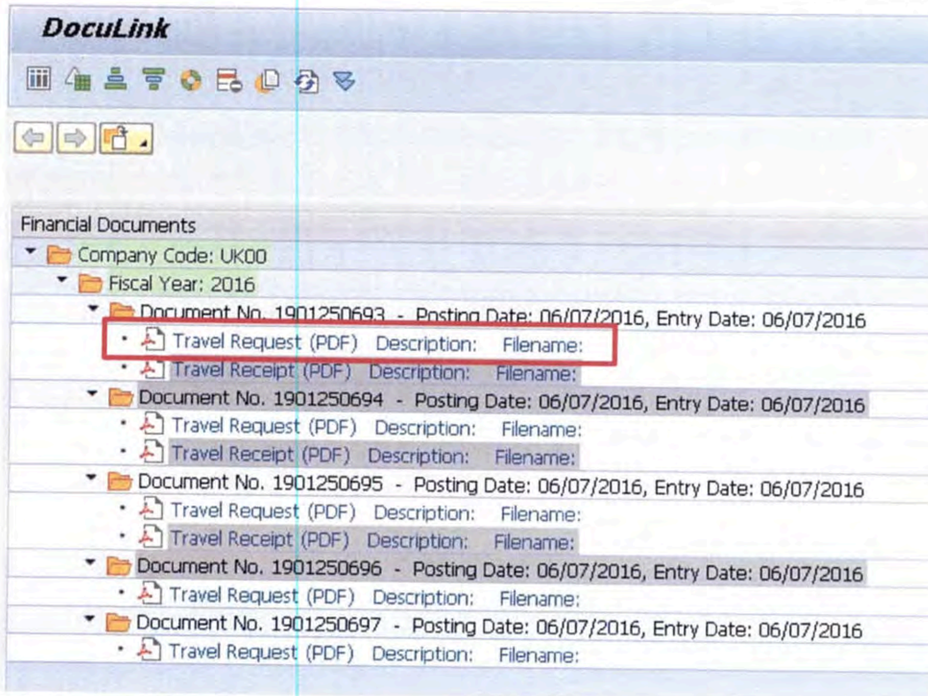
TRIP Documentation in ECM – Enhanced Content Management

To view the attachments, click on each node to expand the information or use the Expand All button to display all of the backup documents for the selection.



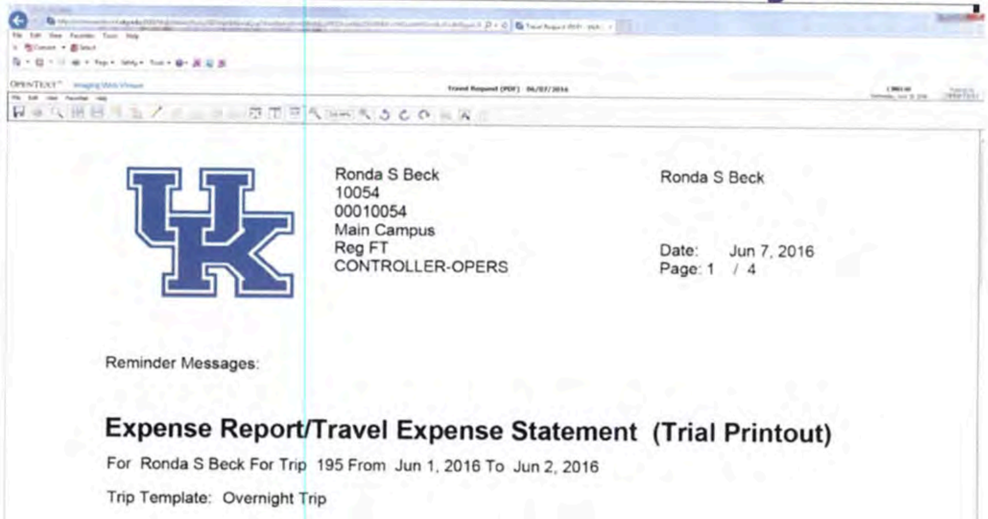
Double click on the Trip attachment you wish to view.

NOTE: If the search parameters are set to search for multiple Trips at once, the attachments for each Trip will be below the Document No.



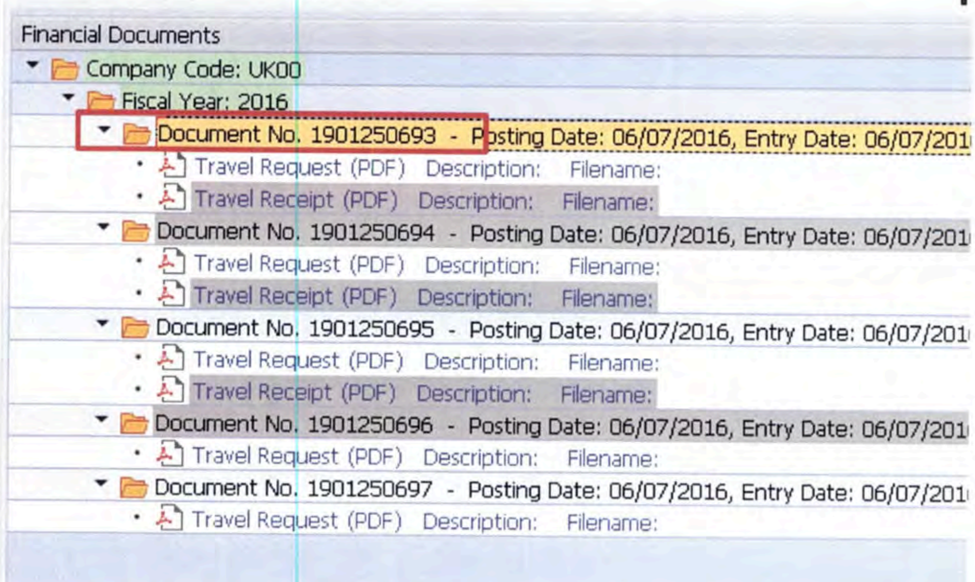
TRIP Documentation in ECM – Enhanced Content Management

Attachments in PDF, BMP, TXT, etc will with the Open Text Imaging Web Viewer. Any Word/Excel attachment will open using the software from your workstation.

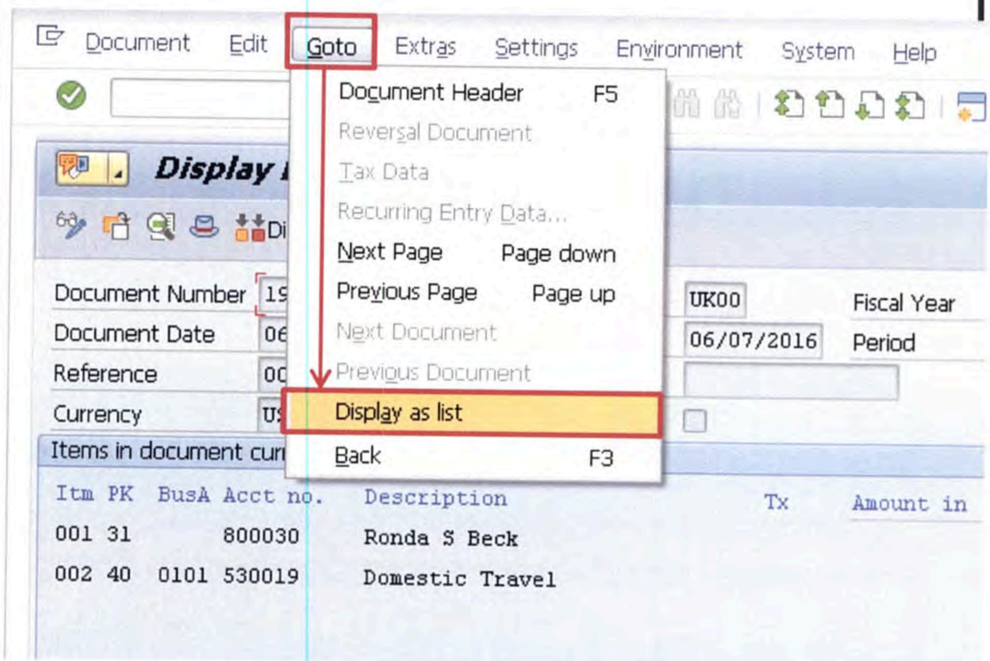
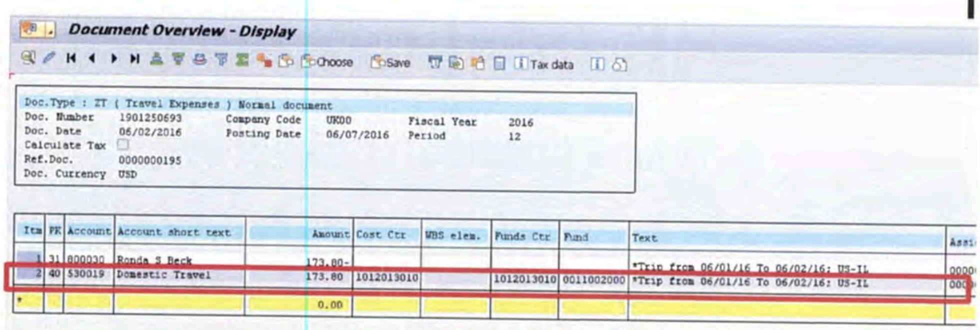


Use the Imaging Web Viewer Options to save, print, rotate zoom, etc the attachments for optimal review.

To view the Trip's FI posting in SAP, double click on the Document No.



TRIP Documentation in ECM – Enhanced Content Management

Click on GOTO then Display As List to view the full accounting information for the PRD.	FI Posting Overview: 
The complete accounting information for the PRD can be viewed including any split accounting when applicable.	

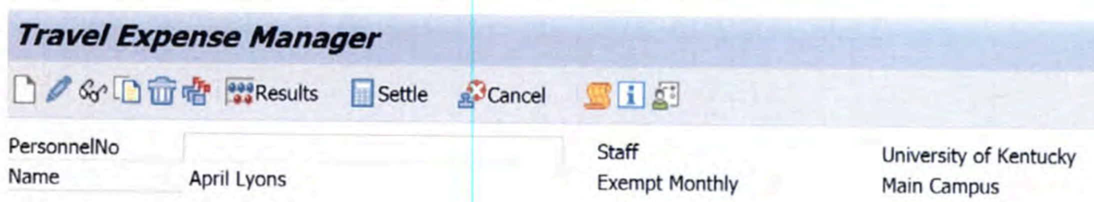
University of Kentucky
College of Agriculture, Food and Environment

Running PR05 for Trip Expense Manager

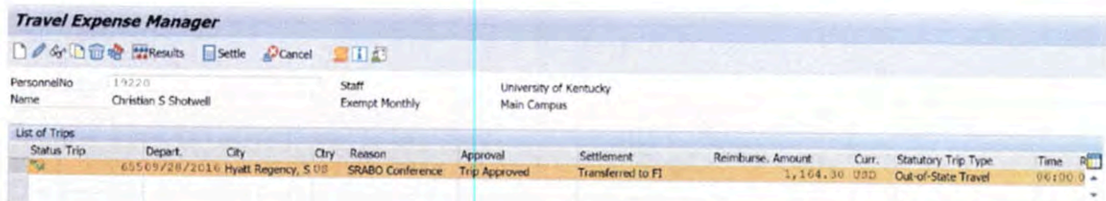
STANDARD OPERATING PROCEDURE

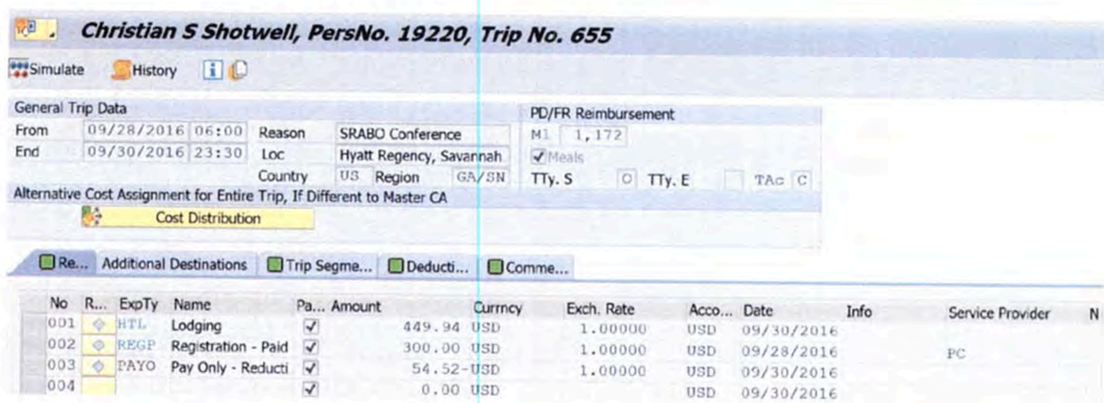
- **General Information**
  PR05 should be used to find the TRIP details and documents for employee travel through the TRIP system. Any item that originated from the TRIP system will have a doc type of "**ZT.**"

- **Process**
  1. Using t-code **PR05,** enter the personnel number for the traveler.



  2. Once results have been returned, click the gray button to the left of trip you are trying to locate and click on the eyeglasses to view the trip details.





  3. If you want to view the Travel Expense Report click on the simulate button Simulate.

4. If you want to view the status of the Travel Expense Report click on the history button History.

Travel Expenses

Display	Changed on	Changed at	Changed by	Change Report	Processing Stat	Approval Status	Reimbursem
	10/13/2016	18:46:31	CJNELSO	RPRFIN00_40	Paid on 10/14/2016	Trip Approved	1,164.30
	10/13/2016	18:45:24	CJNELSO	RPRTEC00	Approved and Settled	Trip Approved	1,218.82
	10/13/2016	08:13:21	WF-BATCH	SAPLHRTR	Approved	Trip Approved	1,218.82
	10/12/2016	17:09:26	CSSHOT2	SAPLPTRA_DB	Released for Approval	Trip Completed	1,218.82
	10/12/2016	09:18:20	CSSHOT2	SAPLPTRA_DB	In Processing	Trip Completed	1,218.82
	10/12/2016	09:05:41	CSSHOT2	SAPLPTRA_DB	Draft	Trip Completed	0.00
	10/12/2016	08:45:47	CSSHOT2	SAPLPTRA_DB	Draft	Trip Completed	0.00
	10/12/2016	08:44:59	CSSHOT2	SAPLPTRA_DB	Draft	Trip Completed	0.00

5. If you want to view the attachments of the Travel Expense Report click on the Services for Object button. Once the box opens click on "Attachment List."

Service: Attachment list

New

AttachmentFor0000000655

Icon	Title	Creator Name	Created On	Created at
	fly vs drive, cost com	Christian S Shotwell	10/12/2016	09:05:21
	Conference agenda	Christian S Shotwell		09:04:47
	Conference registratio	Christian S Shotwell		09:04:27
	Hotel receipt	Christian S Shotwell		09:04:10

Click on the Icon that you would like to view.

2016 Equipment Inventory

- Equipment inventory scanning period: November 1, 2016 - December 16, 2016.
- Please ensure that adequate personnel have been assigned to this task to enable timely completion of the equipment inventory process for your department(s).
- Exceptions (unscanned items) need to be finalized and paperwork supporting Exceptions needs to be submitted to General Accounting by Tuesday, January 31, 2017.
- **ALL LOST EQUIPMENT REPORTS AND MEMOS** must be submitted directly to Andrew Gehring in the CAFE Business Center in S103a to be processed for approval. Please do **NOT** send directly to the Provost Office for approval.
- ALL OTHER EXCEPTIONS are to be submitted to Plant Assets Inventory according to their instructions.
- If you have ONLY Lost Equipment Reports (and NO other Exceptions), then include your original Annual Capital Equipment Certification Sheet with your Lost Equipment Report.
- If you have other Exceptions, send your original Annual Capital Equipment Certification Sheet to Plant Assets with that packet, and send Andrew a copy along with your Lost Equipment Report.
- Documents & step-by-step guides for doing equipment inventory using the eBARS system are found here: http://www.uky.edu/EVPFA/Controller/files/plant/EquipmentInventoryInstructions.pdf
- Use of the scanning software requires an iPod Touch, iPad or iPhone (mobile Apple device) supporting iOS7 or better. The optional handheld scanner is available for purchase from Barcodes Inc, Joe Puschautz (jpuschautz@barcodesinc.com) at a cost of approximately $203 (model: Socket CX2870-1409 Barcode Scanner). It is up to the department to acquire the Apple device.
- Reminder: Any items given a disposition status in eBARS (Lost, Stolen, etc.) for which proper documentation has not been received, at year-end each item will have its status returned to 'Active' and department personnel will be required to continue tracking them until they are found or proper documentation is submitted.
- Minor Equipment Inventory should also be performed using eBARS

Change in Base Pay Pilot Resources:

-Makes sure that you have **SBWP** saved to your SAP transaction favorites.
-Familiarize yourself with the **Workflow icon in PA40**.
-Familiarize yourself with the new **/SPIN/ER – IT 0008 Locked Report**.
-**Know who the approvers are**, and communicate with them as needed.

Example holiday entry:

Leave Data Overview	New					
Edit	Cancel	Type of Leave	Start Date	End Date	...	Hours
		HOLIDAY-New Year	01/02/2017	01/02/2017	S...	8.00
		HOLIDAY-Special	12/27/2016	12/30/2016	S...	32.00
		HOLIDAY-Christmas	12/26/2016	12/26/2016	S...	8.00

Tips for Preparing for the 2016 Staff Performance Evaluation Process:

- If Position Description Updates are needed, those should be submitted in IES **by November 21** (in the submit comment box please type ***Update for PE***). On **December 5** the PE forms will be available in myUK ESS. The CAFE deadline will be **2/24/17**

Holiday Payroll Schedule

ZPARS Due to ABC by NOON	IRIS Biweekly Payroll Schedule for Jul - Dec 2016						
	Time Load, Time Transfer, and Time Evaluation MUST be run EACH day						
Documents MUST be received in Compensation before Wednesday 5:00 PM	Data and Time Input MUST be entered before Thursday 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before Sunday 5:00 PM*** Payroll Correction Run (Trial)	Departments have until 5:00 PM on Monday for the biweekly payrolls Payroll Correction Final Run	Payroll Period Dates			
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #
7/6/2016	7/7/2016	7/10/2016	7/11/2016	6/26	7/9	7/15	14
7/20/2016	7/21/2016	7/24/2016	7/25/2016	7/10	7/23	7/29	15
8/3/2016	8/4/2016	8/7/2016	8/8/2016	7/24	8/6	8/12	16
8/17/2016	8/18/2016	8/21/2016	8/22/2016	8/7	8/20	8/26	17
8/31/2016	9/1/2016	9/4/2016	Tuesday 9/6/2016 Noon	8/21	9/3	9/9	18
9/14/2016	9/15/2016	9/18/2016	9/19/2016	9/4	9/17	9/23	19
9/28/2016	9/29/2016	10/2/2016	10/3/2016	9/18	10/1	10/7	20
10/12/2016	10/13/2016	10/16/2016	10/17/2016	10/2	10/15	10/21	21
10/26/2016	10/27/2016	10/30/2016	10/31/2016	10/16	10/29	11/4	22
11/9/2016	11/10/2016	11/13/2016	11/14/2016	10/30	11/12	11/18	23
11/22/2016	11/23/2016	11/27/2016	Tuesday11/29/2016Noon	11/13	11/26	12/2	24
12/7/2016	12/8/2016	12/11/2016	12/12/2016	11/27	12/10	12/16	25
12/21/2016	12/22/2016	12/25/2016	12/26/2016	12/11	12/24	12/30	26

IRIS Monthly Payroll Schedule for Jul - Dec 2016							
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day							
Documents MUST be received in Compensation before 5:00 PM	Data and Time Input MUST be entered before 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Final Run	Payroll Period Dates			
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #
7/14/2016	7/15/2016	7/18/2016	7/19/2016	7/1	7/31	7/29	7
8/11/2016	8/12/2016	8/15/2016	8/16/2016	8/1	8/31	8/31	8
9/20/2016	9/21/2016	9/22/2016	9/23/2016	9/1	9/30	9/30	9
10/19/2016	10/20/2016	10/21/2016	10/24/2016	10/1	10/31	10/31	10
11/16/2016	11/17/2016	11/18/2016	11/21/2016	11/1	11/30	11/30	11
12/15/2016	12/16/2016	12/19/2016	12/20/2016	12/1	12/31	12/30	12

W2s – Remind new employees to sign up for online option.