

Arts & Sciences Accounting Services Meeting Minutes

January 8, 2014

Speakers

Karen Gil
Dean, College of Arts and Sciences

Phil Easler
Travel Team Leader, Travel Services

Amaar Yameen
Disbursement Accountant, Disbursement Services

Laura Yurco
Assistant Dean, Finance

Lachonya Williams
Associate Dean, Human Resources

Greetings from Dean Karen Gil

- Dean Gil took the opportunity to thank managers for their service to the University and the College for meeting demand with the number of seats for students. She stressed the College's priority is to help students get the classes they need to graduate on time.
- Dean Gil acknowledged that given the recession and state budget cuts, private funds have helped and will continue to help departments and instruction in meeting demand with limited resources.
- She was not able to provide any information on the budget because the legislature has not taken up the issue, but hopes with an improving economy (state and national) and a return to normality that the University will have a stable state budget and that will provide for greater funding and potential salary increases for faculty and staff.

Travel Services Q&A with Phil Easler & Amaar Yameen

Q: Does a traveler really have to sign the form?

A: Yes. If traveler is out of country, then the dean or supervisor can sign.

Q: What's the policy on purchasing travel insurance and is it required?

A: If the University is required to take responsibility for any issue, then travel insurance is required. Very easy and affordable to purchase and it purchased through Risk Management (department is billed).

Q: Are direct bill Travel Cards in the future?

A: Right now the University offers the Diner's Club card for travel. It is an individual account and that individual is responsible for charges. The benefit

of the Diner's Club card is the 60 day payment period. Any purchases made on the Diner's Club card must be submitted as a travel reimbursement with IRS legal receipts for reimbursements for each purchase made. A statement from a credit card is not allowable for reimbursement.

Q: Can you use Diner's Club locally (i.e. local entertainment)?

A: It cannot be used to by-pass the P-Card. Normally used for travel.

Q: Do you need a certain level for the Diner's Club? Is there a credit check?

A: It can be issued to any employee at the University even graduate students if the department signs off on the request. They will do a credit check up to \$30,000 that can be reduced depending on the user's credit.

Q: Since each traveler must report their own expenses, is there a way for the faculty member to pay for expenses in the total amount?

A: No, but there are travel advances for students not on payroll. Each individual person must be reimbursed separately.

Q: Can payment be sent directly to a vendor (i.e. hotel).

A: All expenses need to be paid for by the traveler while on a trip.

Q: How far in the past can a reimbursement be processed?

A: 30 days (after that point it cannot be reimbursed)

Q: Does the traveler need to bring an official hotel bill for reimbursement even if the hotel room was purchased through an online site (i.e. hotels.com)?

A: Hotel folio is not required, but it is helpful for auditing purposes.

Q: Will the current web travel forms change with the financial system changes?

A: Supposed to be the same.

Q: Is there a certified travel coordinator form?

A: Send in the last five reimbursement forms to become certified. This person's forms will go through faster and it guarantees that there will not mistakes in the reporting.

Q: What's the minimum mileage required for hotel stay?

A: The destination must be at least 35 miles from home or office.

Q: Acceptance for Internet expenses while on travel?

A: Airline internet will not be reimbursed, but hotels can be as an "other" expense.

Q: Travel per diem on state funds is much lower than other states. Is it possible to offer a higher per diem if they are not on a state account?

A: Yes, but only if they're reimbursed on a federal account that allows this.

Q: How do we code reimbursements for expenses incurred by non-affiliates?

A: It depends on the nature of the expense, such as reimbursing someone for expenses that were incurred as a result of a recruitment process.

Q: Is there a quick reference guide for travel codes?

A: Yes, if they are UNC students, faculty or staff they should be reimbursed with a travel and the following link includes the object codes to use:

<https://finance.unc.edu/procurement/systems-and-operations/travel-services/allowances/>

Q: Why don't encumbrances go away when a travel form has been submitted?

A: It should but the system is not perfect so sometimes you have to request that they be liquidated.

Q: Are there any other hotels that do direct billing (other than the Carolina Inn)?

A: The A-Loft and the Rizzo Center have rooms and is affiliated with the University and will both invoice.

Q: Is there an easy way to find out a specific vendor that is paid regularly and in a set amount and what check has been sent to them?

A: Go to payment inquiry and search by vendor number. This system will give a complete payment history to that vendor. However, it will only give you the most recent calendar month.

Q: Does electing to receive a refund check in lieu of a credit memo resolve the credit memo issue?

A: Yes.

Q: Does the Docufax leave the records system in Finance Central?

A: Yes, but it only keeps it for so long, then it's stored in another system. If you need these records, please contact the Finance Division to receive these documents.

Reminder. If you receive a credit memo please notify disbursement services so they can log it in their system. By law a vendor must send documentation regarding credit memos otherwise the State of North Carolina will take the funds if it does not come with supporting documentation.

Finance Updates

- A new policy on sales tax on admission charges for entertainment activities has been enacted. You should have been contacted if it applies to you. If you believe this does apply to you, but you have not been contacted, contact Laura Yurco.
- Sabrina Flowers will be the point of contact in the Dean's office during Laura's maternity leave for eight weeks starting at the end of January 2014.
- No PeopleSoft updates. However, it is still on track for October 2014 go-live date.

HR Updates

- Effective 12/10/2013 the [Authorization for Background Check form](#) has been revised. Please use the updated version of the form found on the OHR website. Outdated forms will not be accepted.
- Effective 1/2/2014 the Reference Check form has been updated. For more information on conducting reference checks for SPA employees, please see the [Reference Checking section](#) of the SPA Recruitment and Hiring policy.
- 2014 North Carolina NC-4 Withholding Form is available on the OHR website. 2013 forms will no longer be accepted.
- January 14th deadline for July 1st Assistant Professor Reappointment dossiers due to the Dean's Office.
- More information on implications of the Affordable Care Act and the change in the SPA probationary period to come from January 13th Carolina HR Council Meeting.