

DISBURSEMENTS

Accounts Payable/Payroll, Quarterly Newsletter

Issue 1

March 1, 2006

Corporate Travel Card (GE MasterCard)

Eligibility

Employees who travel overnight at least twice in one year qualify to obtain a Corporate Travel Card. The Corporate Travel Card should be used for ODU business only. Adjuncts, hourly workers, and students are not eligible for the Corporate Travel Card.

Billing Information

- The billing cycle ends on the 15th of each month, at which time a statement is produced. This day may vary slightly if weekends or holidays are involved.
- Cardholder statements should be received approximately one week after the close of the billing cycle.
- It is the cardholder's responsibility to process the monthly Corporate Travel Card statement promptly. **Late fees and penalties incurred by the cardholder are the responsibility of the cardholder.**
- The balance is payable in full upon receipt, regardless of whether an employee has received travel expense reimbursement.
- If a payment is not received and posted within 60 days, the cardholder will be billed a late payment fee based on the outstanding balance.
- If payment is not received in full before the 3rd statement, the Corporate Travel Card will be suspended. In addition, a delinquency fee of 2.5% is applied to the entire balance of any amount that is two billing cycles past due. **Payment of this fee is the responsibility of the individual cardholder.**

NEW SERVICES

Statements On-Line - On-line Access NetService is available 24/7 and can be accessed from your internet browser at <https://www.genetservice.com>. This is a secure site.

On-Line Cardholder Functionality

- View transactions as soon as they post
- View transaction information for past 12 statements
- Dispute a transaction

- View your credit limit and current balance
- Check payment status
- Make online payments (if applicable)
- Print statements
- Download transactions

To apply, or if you have questions about the Corporate Travel Card (including credit limit issues), please send an e-mail to the Travel Card Program Administrator – rbreathw@odu.edu

TRAVEL RATES REVISED

The lodging and per diem rates for travel were revised effective January 17, 2006. The rates are contained in Accounts Payable, Part 1: Travel. Please note that these are the only revisions made to the document dated September 14, 2005 (revision dates 10/25/2005 and 02/06/2006). The materials are being revised for the next class session on March 23, 2006. You can find the materials here:

<http://www.odu.edu/af/humanresources/training/accounts1.htm>

RECEIVING REPORT REMINDERS

- When merchandise is received by the department, the receiving report must be signed, dated and sent to Accounts Payable within 3 working days.
- The date on the receiving report must be the actual date the merchandise is received – not the date the receiving report is completed.
- When invoices are received by the department, both the invoice *and* the receiving report must be submitted to Accounts Payable within 3 working days.

Electronic Data Interchange (EDI) Travel Reimbursements for State Employees

- Old Dominion University requires all employees likely to travel on official university business more than twice per year to be reimbursed for travel costs using electronic data interchange. Any exceptions to this requirement must be approved in advance.
- The **ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment**

Form is available from the Office of Finance web site.

Enrollment Forms must be completed and returned to Linda Wallace, Accounts Payable.

Travel Advances

With the change-over to the GE MasterCard, we have put an interim travel advance process into place. To be eligible for a travel advance, travelers still must have a Corporate Travel Card. **The Corporate Travel Card will not be charged for the advance, and travelers must be sure to indicate the amount of the travel advance on the travel expense reimbursement voucher.** A traveler will *receive* a check if the amount of the travel reimbursement exceeds the amount of the travel advance. A traveler must *attach* a check to the travel expense reimbursement voucher if the travel reimbursement is less than the travel advance.

CI Travel – making travel arrangements

When departments make travel arrangements with CI Travel, they may use their SPCC or arrangements may be made via eVA. Before using the SPCC for travel, you must contact the SPCC program coordinator, Arcelia Barcliff, to have travel restrictions lifted. Travelers may be expected to produce the credit card used to purchase the ticket if they choose **Express Key Check In**.

Petty Cash Reimbursements:

Prior to the change-over of the Small Purchase Charge Card (SPCC) to MasterCard, petty cash was an acceptable mechanism for individuals to be reimbursed for small, infrequent purchases. Since the University's SPCC is widely accepted by vendors, departments are encouraged to obtain the SPCC for individuals who are required to make departmental purchases. **If a department chooses to use the petty cash process, please attach an explanation of why the SPCC was not used.**

W-9 and W-8BEN Forms

The University is required to have an IRS form W-9 (Request for Taxpayer Identification) or W-8BEN (international vendors/individuals) or an acceptable substitute form on file for each vendor receiving payments from the University. No purchase order may be initiated or check processed until this form is on file in Accounts Payable.

Authorization for Payment on Contracts Form Discontinued

Effective immediately, discontinue using the Authorization for Payment on Contracts Form.

Researching Invoices

If you discover errors in your budget or need documentation concerning a charge to your budget, submit an Accounting Service Request (ASR). **Do not contact the Accounts Payable processors.**

If a vendor contacts you about an outstanding invoice, research the transaction in Banner prior to contacting an Accounts Payable processor. Remember, the transaction date in Banner on FGITRND is the date the payment process started, not necessarily the date the check is mailed. If no payment transaction shows in Banner, be sure that you have sent the receiving report authorizing payment.

Don't know how to research outstanding invoices? Attend Banner Finance and Budget training.

PAYROLL INFORMATION

Leave Forms for Non-Exempt Employees

Non-Exempt Employees earning compensatory leave (CLE) or overtime leave (OLE) must attach a copy of Weekly Time and Attendance Report when submitting the Leave Activity Reporting Form (LARF) to Payroll.

Completing Payroll documents

The **correct UIN and legal name** for each employee must be used on all payroll documents.

E-1S Forms

E-1S forms must be legible and filled out completely. Incomplete, incorrectly filled out, and illegible forms will be returned without action. There is a quick reference on the back of the E-1S form.

Section III. Authorization Data - This section is completed at the time of the original appointment **only**. Original appointment can be either the very first time a student is hired OR the beginning of each fiscal year.

Section IV. Change Data – This section is completed when changes are made after the original appointment *within the same fiscal year* and should be used for rate increase/decrease, changes in authorized amount, and change in end date.

PROBLEMS REQUIRING IMMEDIATE ATTENTION

Travel

Excessive Lodging form must be approved prior to traveling.

Business-Related Meal Expense form must be completely filled out and attached to the travel expense reimbursement voucher when requesting reimbursement for business meals.

For out of country travel, copies of the applicable international per diem rate charts **must** be attached to the travel expense reimbursement voucher.

The purpose of the trip must be documented on the travel expense reimbursement voucher.

Credit card receipts are not acceptable supporting documentation. Original receipts required.

Petty Cash Reimbursements (departmental funds)

Credit card receipts are not acceptable supporting documentation. Original receipts required.

All petty cash reimbursements must contain documentation that shows how the purchase directly supports the mission of the University. **(NEW REQUIREMENT)**

Memorandums Requesting Payment

Supporting documentation must be attached to all memos requesting check payment.

Ledger 6 budgets – When requesting donations to an organization, document how the donation directly supports the mission of the University.

[Staff Contact Information](#)

Assistant Controller for Disbursements	Sandra Ianuzi sianuzi@odu.edu
Disbursements Processing Manager	Rosa Breathwaite rbreathw@odu.edu
Disbursements Audit Manager	Patricia Collins pcollins@odu.edu
Payroll Accountant	Rob Stall rstall@odu.edu
ACCOUNTS PAYABLE PROCESSING	
If company name begins with:	Please contact:
A – D	Annette Savage amsavage@odu.edu
E – K	Cristina Wray cwrap@odu.edu
L – S	Shenell White swhite@odu.edu
S - Z	Danielle Achterfeld dachterf@odu.edu
AP Processing Supervisor	Barbara Stokes bstokes@odu.edu

TRAVEL PROCESSING	
Names A - L	Marlene Owens mowens@odu.edu
Names M - Z	Cecelia Turnbull cturnbul@odu.edu
ACCOUNTS PAYABLE AUDIT	
If company name begins with:	Please contact:
A – C	Deborah Goodman dgoodman@odu.edu
D – K	Flora Williams Fwilliam@odu.edu
L – R	Dionne Devreaux vdevreau@odu.edu
S - Z	Donna Jackson djackson@odu.edu
AP Audit Supervisor	Linda Wallace lwallace@odu.edu
PAYROLL PROCESSING	
Names A - F	Cynthia Williamson cwilliam@odu.edu
Names G - L	Carmela Casey ccasey@odu.edu
Names M - R	Jimmie Carroll jcarroll@odu.edu
Names S - Z	Ingrid Allen iallen@odu.edu
Payroll Processing Supervisor	Joyce Mason jmason@odu.edu
PAYROLL AUDIT	
Lost Paychecks/Time Slips	Anita Jones ajones@odu.edu
Reports	Vacant
Duplicate W-2 forms	Margaret Trump mtrump@odu.edu
Payroll Audit Supervisor	Lisa Hecker lhecker@odu.edu
E-1S PROCESSING	
Valery Grant vgrant@odu.edu	Jacqueline White jlwhite@odu.edu
PAYROLL BENEFITS	
Alfred Mateo amateo@odu.edu	Yolanda Jones yjones@odu.edu
Payroll Benefits Supervisor	Gloria Lewis Boone gboone@odu.edu