



Payment Processing

Training



Department Responsibilities

- Timely processing/submission of vendor invoices and travel reimbursements
- Maintaining proper documentation for all expenditures
- Reconciliation of indexes

Accounts Payable Responsibilities



- Reviewing expenditure documents for compliance
- Communicating policy changes to the College Community
- Training departmental employees on policies and procedures effecting disbursements
- Provide info to depts and vendors regarding payments
- Serve as a resource to all departments regarding payment processing



Internal Controls

- The State Comptroller's Office establishes internal controls and policies to be followed by all state agencies. These are set forth in the Commonwealth Accounting Policies Procedures Manual (CAPP). This manual offers detailed procedures, such as computation of payment due date, as well as reporting requirements.
- http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm
- The above link can be found on the Accounts Payable website.



How the A/P office assures Internal Control

- Auditing vouchers for proper amounts, signatures, due dates, vendor name, Banner Id, FIN #, attachments and forms.
- Assigning voucher numbers to each invoice
- Maintaining original documents.
- Reviewing payments made after the actual required due date to maintain compliance with the Prompt Payment Act.



The Prompt Payment Act of Virginia

- All vendor payments are due 30 days from the receipt of goods or the invoice; whichever is later.
- Disputed invoices are due 30 days from the resolution date of the dispute.
- Vendors who have a dully authorized contract with the State are to be paid by the payment date on the contract

Exemptions to the 30 day Rule



- Cash discounts
- Utilities payments
- Subscriptions
- Honorariums
- Memberships
- Postal Supplies



General Procedures for Vendor Payments

- Hold the purchase order until the goods/services are received, and the invoice is received.
- Upon receipt, stamp or write the date the invoice is received on the invoice.
- Compare the invoice and PO for price, items, vendor name and “remit to address”
- Fill out the Vendor Payment Form – **note only 1 invoice per form is allowed**



Vendor Payment Form

- Put the Purchase Order # on the form
- Enter the Banner Id #. If the vendor doesn't have a Banner # enter the FIN or SSN #
- Enter the vendor's name as it should appear on the check
- Enter the remittance address for the payment
- Enter the invoice date as shown on the invoice
- Enter the due date for this payment (30 days)



Vendor Payment Form

- Enter the vendor's invoice number for the invoice that is being paid
- Enter a brief description of what is being purchased
- Enter the total amount of the invoice
- Enter the Banner index and account # and the amount to be charged to each accounting string.



Vendor Payment Form

- If the payment is a prepayment check the appropriate box. (ex. Dues, subscriptions, and conference registrations)
- If the payment is a reimbursement; check the appropriate box. (only individuals should be receiving reimbursements)
- If the vendor or you would like to send a copy of the invoice with payment; check the 3rd box. (you must provide the additional copy)



Vendor Payment Form

- If the vendor is an individual and is not a US Citizen; you must contact Payroll before payment can be made.
- Enter the date you prepared the vendor payment form
- Enter the date the goods or services were received.
- Enter the date the invoice was received on campus.



Vendor Payment Form

- Enter the name of the departmental contact.
- Include the original signature of the person who has approval authority for the index being charged. (**No one can approve their own reimbursement**).
- The vendor payment form must be submitted to A/P within 10 business days of receipt.



Business Meal Requirements

- List of all attendees
- Brief description of the purpose of the meal
- An original itemized receipt (credit card slips are not allowed)
- Designee signature



Travel

Training



Transportation

- If you chose to use your personal vehicle for travel purposes, you are required to provide a cost-beneficial analysis.
- You must use the trip calculator for any mileage reimbursement over 100 miles in a given day.



Transportation - continued

- If you chose to use your personal vehicle as opposed to air travel, the max reimbursement including mileage, meals, and lodging will be no greater than the cost of the most economical public air transportation fare available.



Air Fare Reimbursements

- Boarding passes are required for all air and rail reimbursements made to an employee.
- Only economy fares are allowed except for international flights in some circumstances.
- All frequent flyer miles that have been awarded due to business travel are to become the property of the College. **Not doing so would constitute fraud.**



Travel Authorization Form

- TA's are required for all out of state travel on official state business.
- Any travel exceeding \$500 being reimbursed to the employee must have a Travel Authorization Form.
- All out of country travel must be approved in advance by the Dean or VP of that department.



Lodging Expenses

- Original itemized receipt from the hotel showing each night's charges.
- Your folio must show a zero balance due.
- Accounts Payable will only pay up to the max per-diem amount for the area in which you traveled plus applicable taxes.



Lodging - continued

- 2 or more individuals may share a room as a cost saving measure.
- Your department head may authorize up to an additional 50% over the per-diem for lodging; but this must be approved in advance. We have a sample memo on our website.



Lodging - continued

- If your lodging is more than 50% over the per-diem rate you must contact Kelly Hamlin in A/P for approval before the travel takes place. (Allow a minimum of 2 weeks for a response, this request must go up to Richmond for review.)



Additional Qualified Expenses

- Phone calls, faxes and internet access for official business purposes only.
- Traveler's checks, passports, and visa expenses.
- Tolls and fares
- Registration fees



Incidental expenses

- Tips
- Laundry
- Personal telephone calls
- Transportation between places of lodging or business and meals
- ***All of the above are included in your \$3.00 per day per-diem under incidentals.***



Non Reimbursable Items

- Lost or stolen articles
- Alcoholic beverages
- Excessive meals and lodgings
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle



Continued

- All expenses related to personal negligence (fines)
- Entertainment expenses
- Towing charges
- Expenses for children, spouses, and companions while on travel status



Contact List

- Kelly R. Hamlin – A/P Manager
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