

# SBHSE PURCHASING/TRAVEL/REIMBURSEMENT PROCEDURES

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## Overview

The purpose of this manual is to provide guidance and clearly define expectations for all members of SHBSE. This manual will define the steps needed for purchasing, travel claims and reimbursement of personal funds used along with proper Pcard handling processes. These are the standards for SBHSE, exceptions to these standards will be handled on a case by case basis as they are sure to arise!

### **ALL financial transactions discussed in this manual need to contain three items-always!**

1. Approval from the PI/Org manager in writing or electronic
2. Purpose of expenditure and justification as to how it relates to the account being used to pay for it
3. The Funding Source/Account number

## Definitions

Definitions of the terms used throughout this manual.

<b><u>Term</u></b>	<b><u>Person Responsible</u></b>	<b><u>Title</u></b>
Business Office		The SBHSE offices at ECG 334
Purchasing Agent	Shaunna Price	Business Operations Specialist
RA Staff	Nellie Voise or Emily Bennett	Academic Financial Specialist/Research Advancement Administrator
Travel Business Manager	Purchasing Agent	
Travel ATO	Tomi E. St John	
Business Operations Manager	Tomi E. St John	Business Operations Manager

## Purchasing

### Overview

All requests for purchases need to include the details of what is to be purchased, the PI/Org Manager's approval, and the purpose and justification of how the purchase relates to the account being used. If the approval is obtained via email, **the BODY of the email needs to list the details** including the \$ dollar amount total –attachments are not sufficient. The processes are listed in order of most commonly used.

### Sunrise Orders

For those individuals/areas that are approved Sunrise requesters, the Sunrise system will be utilized to make purchases. **Internal notes must be added to the requisition indicating purpose and justification for how it relates to the account!** Once the requisition is completed thru Sunrise it is electronically sent for Department Level Approval which is the PI on the account. Once the Department Level approval is done,

the RA staff will receive the order for Agency/Org approval. The order is sent to the vendor after the Agency/Org Approval is complete. Please allow 24 hours for the Agency/Org approval to be completed.

The next step is the package receiving process outlined later in this manual.

### **Purchase Request /Reimbursement Worksheet**

The Purchase/Reimbursement Worksheet Form (now consolidated to one form) can be filled out by hand or electronically. Obtain the PI/Org Managers approval, then deliver the worksheet (email is OK) to your RA Staff person (attach original receipts if it is a reimbursement request). The RA Staff will verify the expenditure is allowable on the account and that there are funds available to pay for the purchase. The RA Staff will forward the Purchase Request Worksheet to the Purchasing Agent for completion of purchase/reimbursement.

***If email approvals are being utilized don't forget the body of the email needs to contain all the details of the purchase ie: the dollar amount, the account number, and list the items being purchased.***

- ✓ Turnaround time for Purchasing Agent to complete purchase after receipt of all approvals will generally be two business days. Please allow three business days for high volume periods.

### **PCard Purchases**

When using an ASU issued Pcard, the receipt/order for the purchase must be sent to the Purchasing Agent along with the purpose and justification. Purchasing agent will keep all receipts pending the Pcard Statement and attach the packing slip when received. Purchasing agent will prepare the Pcard Reconciliation for card holder's signature. If the account needs to be changed the Purchasing Agent needs to be notified at time of purchase.

Anyone using an ASU issued Pcard must be familiar with the ASU policies regarding its use and the restricted purchases list. <http://www.asu.edu/purchasing/forms/restrictlist.pdf>

### **FURI Requests**

In lieu of the Purchase or Reimbursement forms The 'Fulton Undergraduate Research Initiative Research Supplies Reimbursement/Funds Request Form' needs to be completed and signed. This is obtained in the FURI office. Once all signatures are obtained, please forward to your appropriate RA staff for final account review. The RA Staff will forward to the Purchasing Agent for final purchase/reimbursement as needed.

### **Package Receiving Process**

When the package is delivered to the Purchasing Agent, the person named on the package will be emailed notifying them of delivery within 24 hours (generally on the same day). "-20" packages will be left on top of the freezer, items marked as requiring refrigeration or freeze upon receipt will be put in freezer or fridge as needed. Every attempt should be made to pick these packages up on the same day!

## The Log!

A log is kept of all items delivered. When the item is picked up it must be signed for. *Every package is already listed on the log* –all that needs to be done is to find the package listing on the log, this will tell you where the package is located, and sign for it. If a single delivery constitutes more than one package it will be noted on the log how many boxes are involved for that line item. **Each line/delivery must be signed for when picked up.** One delivery=one signature required.

## Travel

Travel within the US excluding Alaska and Hawaii is done via the online Travel System on My ASU. Anyone traveling should attend the Travel Training offered by ASU. <https://cfo.asu.edu/fs-travel-training>

Travel outside the US including Alaska and Hawaii is done via a “paper” travel process. Both processes are detailed below.

Things to keep in mind:

- Submit your authorizations early, especially for Foreign Travel.
- Advances for Airfare and registration fees will be paid at 100% generally within 3 business days of the authorization being approved. All other advances will be paid at 75% about a week prior to the trip start date.
- If the final claim is more than 10% of initial authorization request, there will be delays in processing as additional approvals will be needed. Traveler will need to document why the final claim is more than authorized.
- Car rentals: This requires defensive driving course/certification through ASU and driver’s license verification prior to trip.
- Items that will require additional justification:
  - Internet usage.
  - Hotels that are over the per diem rate. If you are staying at the conference hotel, you must provide a copy of the program that states the conference hotel for additional back up.
- Travel over \$5,000.00 will need additional approvals. (Dean’s Office).

## Within the US

**PRIOR** to your trip:

Complete the Online trip authorization form. Any problems with the authorization or final claim will result in the request being “denied” by the Business Manager or ATO and the trip being returned to you for corrections.

To view the work flow status of your online travel claim, log into <http://cfo.asu.edu/fs-travel> and it will be listed next to your trip name.

1. Log in to MYASU, Travel
2. Click “Request New Trip” (in Maroon listed at the top)

3. Fill out with your trip information-be sure to include appropriate purpose and justification as to how the trip relates to the account that is paying for it
4. If your airfare or registration is being paid via a University PCard-**YOU MUST** note that it is “Direct Billed” on the claim.
5. Include any notes for your RA person regarding who authorized your travel and what account is being used to pay for it
6. Your Department Manager is the Purchasing Agent, the ATO can be left blank.
7. Once complete, click “ Review and submit” at the bottom
8. Review the authorization for accuracy
9. Click “Submit”
10. Purchasing agent will verify entry is submitted properly, and submit to ATO for authorization.
11. ATO will check account information, obtain necessary approvals and “submit” in system authorizing the trip

**RETURN** from your trip:

1. Log back into MY ASU, Travel
2. Enter your “Actual Expenses” for each area
3. Click “Review and Submit”, review all your entries, ensure the dollar amount that is being reimbursed to you is correct
4. Select “printable view” then “Printable View with Additional Detail” (at bottom of screen), and print this view.
5. Click “Submit”
6. Turn in your original receipts with the Printed summary page from step 4, to the Department Manager/Purchasing Agent for processing. Please do not staple anything, and all small receipts must be taped to a full sized sheet of paper.
7. Department Manager/Purchasing Agent will review paperwork and online claim and submit to travel for final approval.
8. If final claim is over 10% of the original authorization, it will be routed back to the ATO for approval.

**Outside the US and Alaska & Hawaii**

**PRIOR** to your trip:

Complete the **paper** trip authorization form

1. Select “Forms” on the left side of webpage - <http://cfo.asu.edu/fs-travel>
2. Scroll down to “Travel Forms”
3. Select “Out of State Travel Authorization Claim Form (for Domestic and Foreign Travel)”
4. Enter your ASURITE, Campus, Trip start and End Date
5. A pre-numbered Excel form will open up
6. Complete the left side of the form

7. Sign and submit to you're the Purchasing Agent for processing (keep a copy for your records)
8. Purchasing Agent will obtain necessary approvals (RA Staff will verify account information) and authorize trip
9. Purchasing Agent will send to travel for final authorization of trip and retain a copy, returning the original signed authorization form to traveler.

**RETURN** from your trip:

1. Enter your "Actual Expenses" for each area by completing the right hand side of the original signed travel form
2. Sign and date the form on the right hand side.
3. Turn in your original receipts with the signed form to the Purchasing Agent for processing. Please do not staple anything, and all small receipts must be taped to a full sized sheet of paper.
4. Purchasing Agent will review paperwork and submit the paper claim to travel for payment.
5. If final claim is over 10% of the original authorization, it will be routed back to the ATO for approval.

## **Business Meals**

All food purchases regardless of method used to purchase the food, must have a completed Business Meals Form. An itemized receipt of the purchase must be provided. NO ALCOHOL is allowed. Please review ASU Policy <http://www.asu.edu/aad/manuals/fin/fin420-02.html> for complete details.