

**EVC Business Process Training**  
**Friday, February 22, 2013**  
**Agenda**

▪ **Introductions**

▪ **Business Process Updates**

- [Sales tax rate](#) as of Jan 1, 2013: 8% (no longer 7.75%)
- [Mileage reimbursement rate](#) as of Jan 1, 2013: 56.5 cents/mile (no longer 55.5 cents/mile)
- [Pay Auth documentation can now be sent via email](#)
- Invoice Lookup Tool on FinLink (see last page)

Items to note on the [FinLink homepage](#) (under “Release Notes” section):

- Travel card pre-payment option added to MyTravel
- Mobile Version of MyTravel (including ability to upload image attachments)
- Mobile version of MyTimeEntry coming by the end of this month
- Are you subscribed to/do you read UCSD Business & Financial Services newsletters?
  - Disbursements: [Cheque This Out](#)
  - UCSD [Travel](#) updates (click on link in lower right corner to sign up for emails)
  - Travel: [Just the Ticket](#)
  - Procurement: [Inside P&C](#)

▪ **Justification for [Recharging Food/Beverage forms](#)**

- Required for recharges at the Faculty Club, Catering (and HDH units) & The Bistro
- Completeness/accuracy (a business purpose along with the correct index/fund type, account code and [cost per person](#) are required on all forms)
- Meeting vs. Hosting (business meetings off-campus typically qualify as Hosting, per Travel)
- If your attendee/Rsvp list does not have a tally on it, use the **Guest List template** which automatically calculates the number of attendees – can also be used for MyEvents
- Examples/discussion (facility fees, linens and other non-food items should not be calculated as part of the per person cost, etc.)

▪ **General Documentation Requirements and Procedures**

- Packing slips: Please mark “Received” (or use a stamp?), sign/initial & date. If the EVC Business Office maintains records for your unit, please forward to us
- Payment Auths: Select the most appropriate clause(s) and include as much relevant info in the text as possible – including but not limited to (as applicable): the business purpose for the expense, an event date (if the expense is related to an event), invoice number, etc.  
*If you’re not sure what clause/acct code to use, contact the EVC Business Office*
- All mileage reimbursement requests are processed in MyTravel – no more Pay Auths
- Payment Auth vs. MyEvents? (i.e., Pancake Breakfast tix should be processed in MyEvents)

- Original, itemized receipts, invoices (not quotes), packing slips, etc. are required by the EVC Business Office for all purchases (Payment Auth, Express Card, Travel/Entertainment, etc.)
  - Documentation for Express Card charges must be received within 5 business days (or sooner). Cardholders will be asked for the index to charge (if not already known), if sales tax was charged, a description of the item(s) and the business purpose for purchase
- **Travel & Entertainment — Key policies:**
    - Transaction preparers and travel arrangers should refer to **EVCAA Customized Essentials** for relevant travel/entertainment policies
    - It is a violation of UC policy for an employee to pay for another person's travel expenses. The risk is not being reimbursed. This includes airfare, hotel rooms, meals, etc. (taxis may be shared). The exception to this rule is [group travel](#).
    - When booking travel, are you utilizing the most cost effective options?
      - *Are you using Balboa Travel (and incurring a service fee) unnecessarily?*
      - *Are you booking a non-refundable fare on Southwest unnecessarily?*
      - *Are you booking Early Bird check-in on Southwest at the request of the traveler, or as a matter of habit? Is there a legitimate business justification for doing so?*
    - The EVC Office requires original, itemized receipts for all purchases. If the traveler does not provide, please contact the restaurant/hotel to request it and/or make a copy of the charge from the traveler's online Travel Card account or personal credit card statement
    - EVCAA department policy does not reimburse travelers for alcohol beverage expenses incurred on business travel
    - Alcohol expenses for entertainment cannot be charged to 19900A funds
    - Travel events should be reconciled in a timely manner (within 21 days)
    - Please note the number of miles being claimed for Travel events in Ground notes (MyTravel calculates it automatically, but approvers have to manually calculate the # of miles)
  - **Travel & Entertainment — Tips & Tricks:**
    - Request access to your traveler's Travel Card account online (ask the cardholder(s) in your unit to email Leah Negrete to request online access to their account for you)
    - Provide all travelers in your unit with the **EVCAA Traveler Guidelines** one-sheet – and an envelope for receipts – for each trip they take
    - Consider using the optional **EVCAA Travel worksheet** (template) to summarize expenses when reconciling travel events
    - Consider using alternate vendors that may be less expensive. One example for catering needs is [The Art of Espresso](#) (their menu is available online, and they don't charge a delivery fee – contact Patty Collins for pricing)
  - **Q&A / ideas/discussion re: future training topics**
    - How to pay for and process gifts (for students, employees, etc.)
    - How to use CAMS (Campus Asset Management System) to transfer items to Surplus
    - Others???

**Toolbox**

- Reports
- Transactions
- Tools
- Queries
- Approvals
- Link Family
- Search Knowledge Base
- Release Notes
- About FinancialLink

**Transactions**

- + Expand All
- ▶ Cost Sharing
- ▶ Financial Transactions
- ▶ Meetings and Entertainment Transactions
- ▼ **Procurement and Payment Transactions**
- Marketplace FAQ
- Express Card (EC) Manager
- Department Order (LVPO) More...
- Generate a Requisition (HVPO) More...
- Invoice Lookup Tool**
- Marketplace Business Unit Management Tool
- Payment Authorization

**DISBURSEMENTS**

**Invoice Lookup**

Access copies of paper invoices associated with a PO. Invoices containing a required signature are excluded. For more information [click here](#).

**Search Criteria**

Invoice Number

PO Number

Supplier ID

Supplier Name

Index

**Invoice Amount Range:**

Minimum

Maximum

Searching for documents with PO Number beginning with "90557272".

Show  entries Search:

| Invoice #                 | PO #     | Supplier ID | Supplier Name                       | Index   | Inv Amount  | Status   | Received Date | PO Appv Date |
|---------------------------|----------|-------------|-------------------------------------|---------|-------------|----------|---------------|--------------|
| <a href="#">000002270</a> | 90557272 | 00354078E   | BLACKWOOD BUSINESS TECHNOLOGY, INC. | OSD9386 | \$25,000.00 | Received | 1/7/2013      | 1/4/2013     |

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