



## **POLICIES AND PROCEDURES**

Policy # 016

**Subject:** Purchasing Card Payment and Staff Reimbursement Policy

**Effective:** 11/19/2015

**Ref:** FIACCT 10-02.00, Division of Finance General Policies; FIACCT 10-02.02, Division of Finance Policy for Travel Reimbursement Procedure; FIACCT 10-02.03 Division of Finance Policy for Reimbursement of Meals; and FIACCT 10-02.06, Division of Finance Travel Policy for Transportation.

**Purpose:**

The purpose of this policy is to set forth the procedure regarding the approval, tracking and payment process of monthly purchase card transactions and staff reimbursements.

**Policy:**

The Division has outlined the following procedure for processing monthly purchase card statements and staff reimbursements.

**Purchase Card Statement Processing:**

- (1) Purchase card holders will be required to attach individual invoices as backup documentation for each transaction that appears on a monthly purchase card statement. Purchase card holders will be required to verify statement accuracy and include a signature.
- (2) Purchase card holders will provide a direct supervisor with the monthly purchase card statement and all individual transaction invoices for review and approval.
- (3) Upon approval, the purchase card holder will scan the purchase card statement and all individual transaction invoices. Purchase card holder will email this scanned file to Garret Johnston for record keeping purposes.

(4) The original purchase card statement and individual transaction invoices will then be submitted to the Consolidated Budgeting Office (current contact is Loretta Tatum) for final processing and payment. The original purchase card statement and individual transaction invoice detail will be filed by the purchase card holder. Records must be maintained per State of Utah record retention requirement (currently, 7 years).

**Staff Reimbursement Processing:**

(1) Mileage Reimbursement: Mileage reimbursement is typical for Division staff attending on site agency solicitation meetings or site visits related to an active procurement. Division staff requesting reimbursement for mileage will be required to:

(a) Complete mileage reimbursement form FI40A – Private Vehicle Usage Report for Reimbursement at \$0.38 per mile. An electronic version of this form is located on the DAS website at:

<http://finance.utah.gov/forms/documents/fi040a.pdf>

(b) Upon approval of the immediate supervisor, the FI40a Form will be submitted to Sue Hoskins (scanned via email or hard copy). Mileage reimbursement will be processed through the Employee Self Service payroll system. If the Division employee would prefer to drive a State vehicle, they can find more information on the Fleet – Enterprise Rent-a-Car program at:

<https://webapps.utah.gov/DailyReservations/>

(2) Tuition Reimbursement: Tuition reimbursement is subject to the policies and procedures set forth in the DHRM Administrative Rule R477-10-5 and can be located at:

<http://das.utah.gov/das-press-releases/21-policies-and-procedures/18-education-assistance.html>

Division staff requesting reimbursement will be required to:

- (a) Complete an Educational Assistance Contract identifying all course titles, numbers, description, and total tuition cost (including books).
- (b) Submit the completed contract to immediate supervisor and Division Executive Director for review and approval.
- (c) Upon approval of the Executive Director, employee will receive the signed contract for record purposes.
- (d) Upon completion of the course(s), employee will submit to a member of the executive management team:
  - the fully signed contract;
  - official record showing tuition was paid by the employee;
  - official receipt showing that books were paid by the employee; and
  - official report card or transcript showing the employee successfully passed the course with a “C” or better.
- (e) The executive manager will scan all reimbursement documents and send an electronic file to Garret Johnston for record keeping purposes. An electronic file will also be submitted to the Consolidated Budgeting Office (current

contact is Loretta Tatum) for final processing of reimbursement. Records must be maintained per State of Utah record retention requirement (currently, 7 years).

**Travel Reimbursement:**

**IMPORTANT - NO TRAVEL REIMBURSEMENTS ARE TO BE SUBMITTED DIRECTLY TO NASPO OR NASPO VALUEPOINT FOR PROCESSING. ALL TRAVEL REIMBURSEMENTS MUST BE PROCESSED THROUGH STATE OF UTAH – DAS.**

Travel related reimbursements typically include hotel accommodations, mileage to/from airport, meals not provided, taxi, parking fees, other transportation services, baggage fees, tips, and other travel related expenses. Division staff requesting reimbursement for travel related expenses will be required to:

(1) All travel must be pre-approved by the Division's Executive Director. Upon approval, employee will provide Sue Hoskins with an email that includes the travel approval and copy of the conference agenda. Sue will then enter the travel into the Employee Self Service system prior to travel departure.

(2) Meals that are not provided by the conference will be reimbursed at State of Utah per diem rates and do not require a receipt. All other travel related reimbursements will require an original receipt. For meal reimbursement rates see FIACCT 10-02.03.

FIACCT 10-02.03 can be found at:

<https://dhrm.utah.gov/wp-content/uploads/Travel-Meal-Reimbursement-Information.pdf>

(3) Complete the DAS Travel Expense Summary Sheet.

(4) Scan the DAS Travel Expense Summary Sheet and all receipts and email to Garret Johnston for record keeping purposes. Records must be maintained per State of Utah record retention requirement (currently, 7 years).

(5) Submit the original Travel Expense Summary Sheet and all original receipts to Sue Hoskins. Travel reimbursements will be processed through the Employee Self Service payroll system.