UB School of Management

Accounts Payable Policies and Procedures

From the Office of Resource Management
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Methods of Purchasing

1. SOM VISA Credit Card account

***This is the preferred method of purchasing! Whenever possible, ORM wants to make the purchase on your behalf.***

ORM has a University issued Visa credit card that can be used to make many purchases. The credit limit is $2,500 per purchase. It can be used for a wide variety of purchases via fax, phone or over the internet, such as: conference registrations, membership dues, subscription payments, purchase and repair of equipment, purchase of books and other supplies, etc. ORM has tax-exempt accounts set up at many popular online vendors including Amazon.com (including Amazon Prime shipping), Newegg.com, Officemax.com, Buy.com, Dell.com and others. ORM can purchase from most online vendors that will agree to honor our tax-exempt status.

To make a purchase from an online vendor there are two ways of sending the information to ORM.

a. Complete a Payment Request Form, attach necessary documentation (specific examples are included on page 12 of this handbook), and forward to Melissa Korte in 126 Jacobs

OR

b. Copy and paste the hyperlink for the desired item into an email, and send it to mkorte@buffalo.edu. Also, be sure to include in the text of the email which IBA to charge and the business purpose for the purchase, and attach any other necessary documentation (specific examples are included on page 12 of this handbook). In this instance it is not necessary to send a Payment Request Form to ORM. If any additional information is necessary, you will be contacted.

The following are a few of the most common items that are restricted from being purchased with the ORM Visa card: travel/entertainment expenses (including airline, car rental, lodging, food, etc), flowers, greeting cards, personal celebrations and gifts of sentiment (birthdays, retirements, etc), staff morale and recognition, gift certificates/gift cards, recognitions gifts, alcoholic beverages, coffee service, food, contracted services from an individual, or any purchase that requires a contract to be signed by a representative of the University.
2. **Payment Request Form**

The ORM Payment Request Form is an instrument to use for the following types of purchases:

a. ORM purchases.
ORM will make the purchase on your behalf using the most appropriate method, usually the Visa card or the State E-req system.

1. complete a Payment Request Form.
2. attach necessary documentation (specific examples are included on page 12 of this handbook).
3. send it to Melissa Korte in 126 Jacobs.

b. Direct Order.
There are times when it is appropriate to place small orders directly with a vendor that maintains an open account for the SOM. This would be for items such as food for an event or meeting, flowers for faculty or staff with serious health concerns or deaths in the family, and other similar things. These vendors will issue an invoice to be paid for the order. To pay a vendor for an invoice:

1. complete a Payment Request Form.
2. attach a copy of the original packing slip/receiver and the original invoice. To indicate receipt and approval of the order, the packing slip must be dated and signed by the person receiving the order. If no packing slip or other receiving document is supplied by the vendor, then ORM has a substitute form that must be filled out. You can request a copy of this form from Melissa Korte in 126 Jacobs.
3. attach necessary documentation (specific examples are included on page 12 of this handbook).
4. send it to Melissa Korte in 126 Jacobs.

Some of the vendors that allow this method are: Santora’s Pizza, Zuppas, Woyshners Florist, Glacier Mountain, McCullagh Coffee, Pepsi, Great Lakes Printing, etc.
c. IBA Transfers
   If you are purchasing items or services from another member or department of the SOM that has an IBA, you may transfer funds from one IBA account to another.
   
   1. fill out the transfer section of the Payment Request Form. Please be sure to include the business purpose of the transfer. The signature of the IBA holder that is paying the funds is required.
   2. send it to Melissa Korte in 126 Jacobs.

d. Reimbursement
   It is possible to make a purchase out of personal funds and have the SOM reimburse you. This is the least preferred method of purchasing. If you make a purchase and you wish to be reimbursed out of funds from your IBA, you will need request reimbursement.
   
   1. prepare a Payment Request Form and complete the reimbursement section.
   2. attach the original receipt, the proof of payment, and any other supporting documentation (specific examples are included on page 15 this handbook).
   3. send it to Melissa Korte in 126 Jacobs.

   In some instances, ORM will send you an additional form-titled the RAP form- for your signature. All receipts submitted must be original, itemized receipts and they must show the total is paid- including those paid with cash. If you pay by check then you will need to submit a copy of the cancelled check as proof of payment. If you pay with a credit or debit card there are additional guidelines to follow that appear later on page 14 of this handbook.

3. ORM Supplies
   Most routine office supplies should be ordered via the state contract vendor- Staples. SOM has a student employee in the mailroom dedicated to Staples orders.
   a. fill out a SOM Supply Form OR obtain a copy of the catalog page of the item you would like or a printout of the page from the Staples website.
   b. forward it to the supply student in Jacobs 119 (Mailroom).
The mailroom will deliver your order right to your department and the IBA that you designated at the time the order was placed will be charged.

4. **Speed Orders for Computer supplies/equipment**
   UB Micro will accept speed orders for computer equipment that falls under the Speed Order limit of $1,500.
   
   a. obtain a speed order from Melissa Korte in 126 Jacobs to take over to UB Micro.
   b. Return the original receipt with the pink and yellow copies of the speed order to Melissa for payment after your purchase is complete.

   Please remember that all computers and most computer hardware orders MUST be reviewed by the SOM IT staff prior to purchase.

5. **UB Travel Card**
   UB has available a personal Corporate Travel Visa card that an individual can use for travel related expenses. Information on this method of purchasing travel services is found on pages 21-24 of this handbook.

6. **SOM Account at the University Bookstore**
   To purchase at the Bookstore on the SOM Account, please follow the procedures on page 7 of this handbook.
UB Bookstore Purchases

The UB Bookstore requires a letter of authorization for you to charge purchases to our account. You will need to present this letter along with picture ID when you “cash out”. Please email Judy Bain: jbain@buffalo.edu for a letter of authorization and include the answers to the questions below. She will put the letter in your mailbox by the next day –however – if you need it immediately, just let her know – it will not be a problem!!!

The following information is already included in the letter of authorization:

1. the dollar limit will be set at $500 (if a higher limit is needed, just include the amount you need in the email you send)
2. the letter will be dated so you will be authorized to make the purchase for up to one month from the date of the email

Additional information needed to prepare the letter of authorization:

1. the name of the person (as it appears on their ID) actually going over to the Bookstore to make the purchase
2. the IBA number(s) the purchase(s) will be charged to
3. description of what needs to be purchased
   (for example: postage, books, gift, etc --- however, if a gift(s) is purchased it CANNOT be for more than $50 & we need the name of the person, their company and position, and their affiliation to UB --- when you turn in the receipt to Melissa Korte, please submit documentation that supports the purpose of the gift and their connection to UB.)
4. business purpose of purchase
   (for example: to mail invitations for this (fill in the event), books for office library, textbooks for the Spring course # MMM XXX, gift for a GA that is graduating)
5. include estimated maximum amount needed IF you need to spend more than $500
6. include additional time needed if one month is not long enough or you are not sure when you will be able to get over to the Bookstore.
Restricted Items

There are some items that are restricted or prohibited by the State of New York, The University at Buffalo, or the School of Management.

1. **Do not purchase airfare or train tickets directly.**
   Airline and train tickets for faculty and staff traveling on State funds **must** be purchased through the CTA (Central Travel Account) by the state Contract Travel Agencies. These agencies are Stovroff and Taylor, Inc or The Travel Team. If you find a good price on an airline or train ticket on the internet, you can ask the travel agents to look for the same deal. More travel information is included on pages 16-24 in this handbook.

2. **New York State Sales Tax and New York State Occupancy Tax are not reimbursable.**
   Please make sure you are using all necessary tax-exempt forms. This includes taxes on hotel rooms within New York State. Taxes imposed by other states are reimbursable.

3. **The SOM IT department must review all orders for computer equipment (computers, laptops, printers, scanners, etc).**
   If an order for computer equipment is received first by the accounting desk it will be routed to an IT staff member for review before purchase.

4. **Due to IRS, UB and SOM limitations, it is not permissible to purchase directly OR to reimburse for gifts of cash or cash equivalents (gift certificates or gift cards).**
   Any gifts given using SOM funds must be tangible gifts and the cost is limited to $50 per person or per occasion.

5. **All payments to individuals must be processed through the payroll system.**
   Due to IRS and payroll regulations it is not permissible to directly pay an individual out-of-pocket for services rendered and be reimbursed from IBA funds.
   Also, it is not permissible to transfer funds to a faculty or staff IBA in place of processing a payroll transaction for services rendered.
# SOM Purchasing Guidelines Chart

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Methods of Purchasing Available</th>
<th>Pricing Requirements</th>
<th>Purchase Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-$1,500</td>
<td>Speed Order Direct Order Visa Card <a href="#">Payment Request Form Reimbursement</a></td>
<td>Price must be reasonable. ORM will check any pricing that seems high.</td>
<td>5-7 business days</td>
</tr>
<tr>
<td>$1,500-$2,500</td>
<td>Visa Card <a href="#">Payment Request Form</a></td>
<td>Price must be reasonable. ORM will check any pricing that seems high.</td>
<td>5-15 business days</td>
</tr>
<tr>
<td>$2,501-$20,000</td>
<td><a href="#">Payment Request Form</a></td>
<td>Must have proof that price is reasonable. 2-3 quotes, catalog or internet price comparisons, or “Sole Source” justification. Department should attach pricing information to the <a href="#">Payment Request Form</a>.</td>
<td>8-21 business days</td>
</tr>
<tr>
<td>Over $20,000</td>
<td><a href="#">Payment Request Form</a></td>
<td>The State purchasing office, via ORM, will arrange for advertisement in the Contract Reporter periodical and for the receipt of written or sealed bids as necessary.</td>
<td>5-12 business weeks</td>
</tr>
</tbody>
</table>

Please DO NOT place orders over $1,500 directly with vendor.
Placement of Order Guidelines:

✔ All order requests must be submitted on the ORM Payment Request Form, except for internet orders that are emailed directly to Melissa Korte.
✔ Any documents submitted that are less than 8.5” x 11” should be secured to a letter size sheet of paper with tape, taking care NOT to tape over any printing. This is to lessen the chance of small invoices being lost and to allow efficient photocopying of paperwork.
✔ A specific business purpose is required for every order. Please be specific about the item you are purchasing and its intended use.
✔ All purchases being charged to the Small Grants IBA (IBA 116) should be submitted to Cheryl Tubisz in OHR for Dr Dansereau’s signature. She will forward them to ORM after they are authorized.
✔ Office supplies should be ordered, whenever possible, through the state contract provider, Staples, via the supply student in the SOM mailroom.
✔ If an item is a unique item and other quotes are not possible, then the department should submit a memo indicating that the item is from a sole source vendor and give specific reasons as to why there is no other option available.
Invoice Payment Guidelines

General Guidelines:

- All invoice payment requests must be submitted on the ORM Payment Request Form.
- Original invoices are required. Please do not submit copies, faxes or statements unless there is a specific reason for doing so and that reason must be noted on the Payment Request Form. Please keep a copy of documents submitted for your records.
- Requests for payment of merchandise must also include the order form or confirmation, a signed and dated packing slip (or equivalent) and the invoice.
- Invoices or documents that are less than 8.5” x 11” should be secured to a letter size sheet of paper with tape, taking care NOT to tape over any printing. This is to lessen the chance of small invoices being lost and to allow efficient photocopying of paperwork.
- The School of Management is tax-exempt. A copy of the NYS tax exempt form should be used for any purchase. NYS sales tax will not be paid.
- A specific business purpose is required for every payment. Please do not use generalizations such as “staff meeting” or “to discuss research”.
- All purchases being charged to the Small Grants IBA (IBA 116) should be submitted to Cheryl Tubisz in OHR for Dr Dansereau’s signature. She will forward them to ORM after they are authorized.
Item-Specific Documentation Guidelines (for purchases):

<table>
<thead>
<tr>
<th>Payment type:</th>
<th>Additional documentation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>Copy of what was printed and description of how/where it will be used</td>
</tr>
<tr>
<td>Hotel/room rentals</td>
<td>Agenda/itinerary of guest (along with business affiliation and/or home address) AND announcement of event that required the guest to stay overnight or required the rental of the room.</td>
</tr>
<tr>
<td>Food</td>
<td>The Itemized invoice should indicate any alcohol purchased, event/meeting information (agenda, flyer, etc) if related to an event OR documentation the event/or the meeting was planned and documentation that those in attendance were invited and the purpose, attendees with affiliations</td>
</tr>
<tr>
<td>Award/prize</td>
<td>Award/prize claim form OR invoice, purpose of award, information on how award winner was determined, and name of individual or organization receiving award along with affiliation and tax identification (SSN, TIN).</td>
</tr>
<tr>
<td>Gifts-Limit $50</td>
<td>Invoice, purpose of the gift, announcement of event where the gift was presented or documentation of the reason for the gift, and name of person receiving the gift along with affiliation and tax identification (SSN, TIN).</td>
</tr>
<tr>
<td>Items related to faculty candidate or guest speaker</td>
<td>Candidate/speaker itinerary w/ affiliation and invitation/announcement of presentation including title of presentation PLUS documentation required for specific purchase (food, hotel room, etc)</td>
</tr>
</tbody>
</table>
Reimbursement Guidelines

General Guidelines:

- All reimbursement requests must be submitted on the ORM Payment Request Form.
- Original receipts are required. Please do not submit copies, faxes or statements unless there is a specific reason for doing so and that reason is noted on the Payment Request Form. Please keep a copy of documents submitted for your records.
- Receipts must show a payment method. If there is a balance due on the receipt then it is considered to be a bill, NOT a receipt and we will not be able to process reimbursement. If paying by cash you must obtain a receipt indicating that you paid in cash; if paying by check then a copy of the cancelled check must also be submitted as proof of payment; if paying by credit or debit card, then detailed instructions for providing proof of payment are on page 14 of this handbook.
- Receipts that are less than 8.5” x 11” should be secured to a letter size sheet of paper with tape, taking care NOT to tape over any printing. This is to lessen the chance of small invoices being lost and to allow efficient photocopying of paperwork.
- The School of Management is tax-exempt. A copy of the NYS tax exempt form should be used for any purchase. NYS sales tax will not be reimbursed.
- A specific business purpose is required for every reimbursement. Please do not use generalizations such as “staff meeting” or “to discuss research”.
- All reimbursements being charged to the Small Grants IBA (IBA 116) should be submitted to Cheryl Tubisz in OHR for Dr Dansereau’s signature. She will forward them to ORM after they are authorized.
Credit Card/Debit Card Reimbursements

A. PURCHASES MADE WITH A CREDIT CARD

1. IF purchase made with a credit card AND either of the following criteria are met:
   (1) the receipt shows the last four digits of the credit card, AND (2) receipt shows that it was signed by the purchaser in the store
   OR
   (1) the receipt shows the last four digits of the credit card, AND (2) the receipt has also printed your name on the receipt as the person that the credit card belongs to
   (NOTE: Receipt cannot be signed after the fact. The store keeps the original signature if you sign it in the store, and gives the purchaser the copy.)

   ****THEN: State does NOT REQUIRE your Credit Card Statement

2. IF purchase made with a credit card AND:
   (1) the receipt is NOT signed by the purchaser in the store
   ****THEN: State does REQUIRE your ORIGINAL Credit Card Statement showing that the charge was made on that persons account
   Credit card statements printed from your account online are acceptable as originals; your name MUST be shown on the printout.

B. PURCHASES MADE WITH A DEBIT CARD

1. IF purchase made with a debit card:

   ****THEN: State does REQUIRE your ORIGINAL Bank Statement showing that the charge was made on that persons account
   Bank statements printed from your account online are acceptable as originals; your name MUST be shown on the printout.

   NOTE: If you would like your original statement returned, please make a note of that. State said that it will not be a problem returning original statements.

   If you do not want to turn in your original statements, please do not purchase items using a debit or credit card, for anything you need to be reimbursed for.
### Item Specific Documentation Guidelines (for reimbursements):  

<table>
<thead>
<tr>
<th>Payment type</th>
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<tbody>
<tr>
<td>Printing</td>
<td>Copy of what was printed and description of how/where it will be used</td>
</tr>
<tr>
<td>Hotel/room rentals</td>
<td>Should be billed directly to the University. Hotel rooms for faculty/staff/students on official university travel status should be reimbursed on a Travel Voucher after the trip.</td>
</tr>
<tr>
<td>Food</td>
<td>The Itemized invoice should indicate any alcohol purchased, event/meeting information (agenda, flyer, etc) if related to an event OR documentation the event/or the meeting was planned and documentation that those in attendance were invited and the purpose, attendees with affiliations</td>
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<tr>
<td>Award/prize</td>
<td>Receipt, purpose of award, information on how award winner was determined, and name of individual or organization receiving award along with affiliation and tax identification (SSN, TIN) OR Prize Claim form.</td>
</tr>
<tr>
<td>Gifts-Limit $50</td>
<td>Receipt, purpose of the gift, announcement of event where the gift was presented/ or documentation of the reason for the gift, and name of person receiving the gift along with affiliation and tax identification (SSN, TIN).</td>
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<td>Candidate/speaker itinerary w/ affiliation and invitation/announcement to presentation including title of presentation PLUS documentation required for specific purchase (food, hotel room, etc)</td>
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</table>
State Travel Expenses

STATE TRAVEL REQUIREMENTS TO PURCHASE TRAVEL TICKETS

STATE REQUIRES ALL EMPLOYEES TO PURCHASE TRAVEL TICKETS THROUGH ONE OF THESE TRAVEL AGENCIES:

NFT Travel  http://www.thetravelteam.com/
2495 Main Street, Suite 340
Buffalo, New York  14214-2154
Phone: 716-862-7600
Toll Free: 800-245-TEAM
Fax: 716-862-7650
Email: info@thetravelteam.com

Stovroff & Taylor  http://www.stovrofftaylortravel.com/
1127 Wehrle Drive
Williamsville, New York  14221
Phone: 716-631-4022
Toll Free: 800-543-8616
Email: Jacque Taylor  jacque.taylor@stovrofftaylortravel.com
    Joni Stovroff  joni.stovroff@stovrofftaylortravel.com

*** Please advise any of the Travel Agents about a less expensive offer you find. They will research the airfare and see if we are able to take advantage of the price.

PRIOR TO PURCHASING TRAVEL TICKETS - COMPLETE AT LEAST ONE OF THESE FORMS:

*** If you intend to Purchase your own travel fill in FORM #1 & FORM #2
***IF ANOTHER UB EMPLOYEE WILL PURCHASE YOUR TRAVEL ONLY FILL IN FORM #2

FORM #1 AUTHORIZED USER
An authorized user can make and/or approve travel arrangements for any number of people in their department. This person can call either travel agency and make arrangements for themselves or for others.


FORM #2 TRAVELER PROFILE
Travel arrangements cannot be booked until this form is completed. This form is completed online and gives the travel agent all necessary information to process travel arrangements.

http://ubbusiness.acsu.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=10590

➤ STATE TRAVEL SERVICES CONTACT INFORMATION:

Travel Services Manager & Travel Card Program Administrator
Heidi Retzer, 645-4532 hretzer@buffalo.edu

State Travel Specialists:
Cindy Zogaria 645-4538 czogaria@buffalo.edu
Leslie Gardner 645-4537 lgardner@buffalo.edu

➤ LOCATION OF “SUMMARY OF STATE TRAVEL EXPENSE REIMBURSEMENT POLICY”:
includes airfare, Amtrak, mileage, car rental, taxi, parking, tolls, meals, lodging, original receipts required, when are you in travel status, tax exempt forms

Additional Notes on Reimbursements:
*** submit a copy of the information package (or flyer) received about the conference (or other type of event for which the travel is necessary), detailing the dates, the hotel arrangements (room rates), meals provided, etc.
*** original hotel bill (with the details on individual charges for room, any restaurant charges, and any other miscellaneous type items) is required to be reimbursed for lodging AND to be reimbursed for meals at the per diem rates. IF payment in full is shown on the original hotel bill, there is no need to submit a credit card statement (or cancelled check) as proof of payment.

*** Reimbursement cannot be made without the original hotel billing statement since requests based only on a credit card payment (or cancelled check) will not be made.

*** charges considered personal and therefore not eligible for reimbursement include: pay TV, movies, laundry, honor bars, personal telephone calls

📍LOCATION OF “TRAVEL FORMS”:
http://ubbusiness.acsu.buffalo.edu/ubb/cfm/forms/index.cfm?activity=Travel

This web site lists the travel forms in alphabetical order:

- TRAVEL – New York State Occupancy Tax Form ST129 (bring when you travel)
- TRAVEL – New York State Tax Exempt Form AC946 (bring when you travel)
  (skip the TRAVEL—RESEARCH Forms unless you are using Research Funds)

TRAVEL—STATE—CTA Authorization Form
TRAVEL—STATE—CTA Traveler Profile
TRAVEL—STATE—Mileage Statement (print for ***mileage reimbursement)
TRAVEL—STATE—Travel Voucher (print for travel reimbursement)

***mileage reimbursement: This form must be attached to a Travel Voucher in order to be submitted for reimbursement. If mileage is the only reimbursement you are requesting, it still needs to be attached to a travel voucher to be submitted. Both the Mileage Statement and the Travel Voucher must be signed by the traveler for reimbursement.
SUMMARY OF STATE TRAVEL EXPENSE REIMBURSEMENT POLICY

AIRFARE
☐ All Airfare must be billed to a Central Travel Account (CTA)
☐ Coach fare ONLY
☐ No prohibition on flag of carrier

AMTRAK
☐ All Amtrak charges must be billed to a CTA

MILEAGE
☐ Mileage reimbursement is based on current IRS rate
☐ Statement of automobile travel (form AC160) must be completed and attached to the travel voucher
☐ Actual purpose of travel must be documented (“on official business” or “in relation to duties” are not acceptable)

AUTO RENTAL
☐ CDW Insurance (Collision Damage Waiver) must be purchased (and will be reimbursed) to ensure proper coverage and liability. No other insurance is required nor will be reimbursed. The UB Visa individual Travel Card automatically includes the required insurance. It is not necessary to purchase any additional insurance if you are paying for your rental car with this card.
☐ In case of any damages or accidents, claims must be filed immediately, not to exceed 20 days.
☐ Rent in the name of New York State and sign the agreement as agent for the State.
☐ When attending a conference and staying at a conference hotel, justification is required for auto rental
☐ Original gasoline receipts are required when claiming gasoline reimbursement with use of a car rental or state vehicle

TAXI/PARKING/TOLLS
☐ Reimbursed at actual amount incurred with original receipt (see receipts/other for further detail)

MEALS
☐ On the day of departure, the traveler is eligible for reimbursement for breakfast, if departure occurs at least one hour before the employees’ normal work starting time
☐ On the day of return, the traveler is eligible for reimbursement for dinner, if return occurs at least two hours later than the employees’ normal work ending time
☐ There are six meal rates, based on destination as detailed in the current federal per diem rate schedule and must be supported by a lodging or meal receipt
If meals are included in a conference, they will not be reimbursed. Reimbursement is not provided for lunch.

Here is the link to the Current Per Diem Rates:
http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=9314

Here is the link to guidelines for unreceipted and non-overnight (day trip) per diems:
http://www.business.buffalo.edu/UbbContent/Travel/perdiemrates.pdf

LODGING
- Lodging reimbursement depends on the destination and is based on the current federal per diem rate schedule
- If staying at a conference hotel for a conference not sponsored by SUNY or NYS, the conference hotel single rate must be documented
- If attending a conference sponsored by SUNY or NYS, the maximum reimbursement rate is the current federal per diem rate schedule for the destination
- Business calls must be documented, personal telephone calls, pay TV or movies, and laundry is not allowed

RECEIPTS/OTHER
- Original receipts are required
- Tolls, parking, taxis and local bus or train fares under $75.00 may be submitted without a receipt. This applies per individual receipt and travelers need to itemize each expense on the travel voucher indicating the date, time, location, and amount claimed. Departments may require receipts for these expenses at their discretion.
- When attending a conference/seminar, the brochure/agenda is required
- The University’s preferred method for payment of conference registration is the Procurement Card.
- Use of the Tax Exempt Certificate is encouraged. NYS sales tax is not reimbursed
- Signatures of traveler and supervisor are required.
- Actual purpose of travel must be listed (“on official business” or “in relation to duties” are not acceptable)

TRAVEL STATUS
- An employee is in travel status when the employee is engaged in official University business at a distance of more than 35 miles from the designated official station and place of residence. Traveler must be away for more than 3 hours. An employee is only eligible for meal and/or lodging reimbursement when they are in travel status.
UB - BANK OF AMERICA CORPORATE TRAVEL CARD INFORMATION

APPLICATION FOR TRAVEL CARD:

http://www.business.buffalo.edu/UbbContent/Travel/TravelCardApplication.pdf

COMPLETE DETAIL OF THE TRAVEL CARD INFORMATION

http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=11457

THIS IS A SUMMARY OF COMPLETE INFORMATION ABOVE:

---Training: All new Travel Cardholder must complete a brief training session, either group or individual, before the receipt of a Travel Card. Please call Heidi Retzer at the Travel Office, 645-4532 or email her at hretzer@buffalo.edu

---Highlights: Bank of America VISA Corporate Travel Card
For business travel only
Individual pays monthly bill directly to Bank of America
Cardholder submits reimbursement request to appropriate Travel Office
All State travel policies remain in effect and must be followed when using this card

---Advantages/Benefits:
Separate VISA credit card for University travel-related expenses
Do not have to use your own personal credit cards
Worldwide acceptance
24 hour VISA travel & emergency assistance
Online tracking of transactions
Online payments to bank
Web-based reporting
Travel accident insurance
Auto rental insurance and roadside assistance
$3000 lost luggage insurance
No annual membership fee
---Commodity Areas for Use of the Card

AIRLINE TICKETS & TRAIN TRAVEL:
NO, THIS CARD CANNOT BE USED to purchase airfare or train fare. All employee airfare must be billed to the Central Travel Account (CTA)

LODGING:
YES, the card can be used for business lodging expenses. (** see REFER)

MEALS:
YES, this card can be used for business meal expenses. (** see REFER)

GROUND TRANSPORTATION (I.E., TAXIS):
YES, this card can be used for business ground transportation (** see REFER)

GASOLINE:
YES, this card can be used for business gasoline expenses for use in a rental vehicle or University-owned vehicle (not personal vehicle) (** see REFER)

CONFERENCE/ WORKSHOP REGISTRATION***:
YES, the travel card can be used for payment, HOWEVER, reimbursement cannot be claimed until after conference takes place & ORIGINAL registration receipt is required.

*** REGISTRATION The University’s preferred method of payment for conference registration is the Procurement Card, which Melissa Korte will use to process registration whenever possible. Please contact Melissa at 645-8186, or mkorte@buffalo.edu

CAR RENTAL:
YES, this card can be used for car rental when allowable by the appropriate Travel Policy –

****** When attending a conference and staying at a conference hotel, car rental reimbursement requires justification and may not be allowable, as shuttle and taxi services are usually provided at no, or a lower, cost.

****** Collision Damage Waiver (CDW) is included. No other insurance is required, nor will be reimbursed. In case of any damages or accidents, claims must be filed immediately, not to exceed 20 days. Rent in the name of New York State and sign the agreement as agent for the entity that applies. (** see REFER)
**** Refer to the appropriate travel policy for specific guidelines for additional information.

---Contact Information

**TRAVEL SERVICES MANAGER & TRAVEL CARD PROGRAM ADMINISTRATOR:**
Heidi Retzer, 645-4532  hretzer@buffalo.edu

**STATE TRAVEL SPECIALISTS:**
Cindy Zogaria  645-4538  czogaria@buffalo.edu
Leslie Gardner 645-4537  lgardner@buffalo.edu

---Insurance

*Travel accident insurance* – Bank of America offers up to $500,000 in automatic common carrier travel, accidental death, and dismemberment insurance when cardholders charge their entire ticket for land, sea, or air public transportation on their card.

*Lust luggage insurance* – $3000 covers lost checked or carryon luggage not covered by the common carrier as long as the luggage was lost due to theft or misdirection of the carrier.

*Car rental – Primary auto rental insurance and roadside assistance* – services include primary coverage of most rental car damages and a roadside assistance dispatch service to eliminate car failure worries 24/7. Collision Damage Waiver (CDW) is included.

*No other car rental insurance is required*, nor will be reimbursed. Rent in the name of New York State or the Research Foundation and sign the agreement as agent for the entity that applies.

WEB SITE  VISA Commercial Card Benefits (includes CDW information)
WEB SITE  VISA Roadside Dispatch Summary
WEB SITE  Rewards

**Limits:** $2,500 per transaction; $10,000 month total

**Lost or Stolen Cards:** Lost or stolen cards must be reported immediately.

Please contact VISA – Bank of America and UB – Travel Office – 645-5000, ext. 1349

**Per Diems:**

WEB SITE
http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=9314
Reimbursement

A State voucher must be submitted for reimbursement of travel expenses. Original itemized receipts must be provided along with agendas, if applicable.

Original signatures of traveler must be provided for state travel.

Employees are reimbursed only for necessary business-related travel expenses.
HOUSE HUNTING AND MOVING COMPANIES
FOR NEW FACULTY

MOVING COMPANIES –
These are several moving companies that bill the University directly.
The current list is available at the following website:

http://www.business.buffalo.edu/ubbContent/Policies/ps/MovingCompanies.pdf

(If you find another moving company that you are comfortable with, we may still be able to work with them and have them bill us directly. Please contact Judy Bain at jbain@buffalo.edu with the estimates/quotes and she will work directly with that company.)

Email estimates to Judy Bain at jbain@buffalo.edu or fax them to her at (716) 645-2672. Once these are received, she will authorize the company to bill us directly.

Estimates MUST include the cost of insurance for your property.
****** NOTE: You must obtain at least three estimates for the moving costs, and submit the original estimates to your department secretary once you have moved here. State requires that we submit at least two other estimates in order to pay your moving company.

HOUSE HUNTING AND MOVING COSTS –
IRS Regulations on Relocation identifies both moving costs & house hunting costs in their one term “Moving Expenses”. They identify “Qualified Moving Expenses” as the expenses we are able to reimburse you for, that are NOT taxable to you as income; they identify “Non-Qualified Moving Expenses” as the expenses you are reimbursed for that are considered taxable to you as income. You will receive this portion of the reimbursement once you are on the University payroll and payroll taxes will already be deducted from the total.

****** NOTE: Your department secretary will process this reimbursement once you are on the University payroll. You must submit the original itemized receipts for any item that you are requesting reimbursement for. If you use a debit/credit card for the purchase, State will require a copy of the card’s monthly statement, showing the charge, and showing that the card is in the name of the person requesting reimbursement. The only exception to this regulation is if the itemized receipt shows the name of the card holder printed on the receipt by the machine that printed the receipt originally.
Standard State University Policy on Moving Expense Reimbursements: 
(*based on IRS regulations/guidelines in IRS Publication 521 regarding 
reimbursement of business related moving expenses*)

"Qualified moving expenses" (not taxable as income) include the cost of moving household goods and personal effects as well as traveling (including lodging but not meals) to your new home. If travel is by car, expenses to be reimbursed can be figured by keeping track of actual expenses (gas, oil) or twenty four cents (effective July 1, 2009) per mile.

"Non-Qualified moving expenses" (taxable as income) include pre-move house hunting trips, meal expenses, and temporary living expenses. If you request reimbursement for these items, the reimbursement will be treated as taxable compensation to the individual.
**HONORARIUMS**

If an individual has not been paid on State (or UBF) payroll for two years, we must pay them with an HONORARIUM.

**WHAT DOES IT MEAN TO BE PAID WITH AN HONORARIUM?**

This means we will pay them in a lump sum, WITHOUT taxes withheld, because the individual is considered to be an independent ‘contractor’. (At the beginning of next year, the individual will receive a 1099-MISC form from NY State for them to file with their income taxes --- the State mails out the 1099’s around the same time they mail out W-2’s.)

**HOW TO PAY WITH AN HONORARIUM**

To pay an individual through an honorarium, just fill out the form, located at the following web site (along with additional directions and information):
http://www.business.buffalo.edu/UbbContent/Hrs/HonorariaFormsFinal2.xls

IF YOU DO NOT NEED DIRECTIONS OR ADDITIONAL INFORMATION AND YOU ONLY NEED THE HONORARIA FORM SIMPLY SELECT THE 2ND TAB (AT THE BOTTOM OF THE WEB SITE)  HONORARIA SERVICE CLAIM

*** CRITICAL NOTES:
1. under Section V: ‘Dates of Service’ --- the State requires exact dates to be filled in
2. the individual being paid with an honoraria is required to sign the form
3. an invoice from the individual or documentation from the department that shows exactly what services were provided is also needed. Make sure you provide the proper IBA to charge.

SUBMIT the completed Honorarium to Melissa Korte (Jacobs 126).