

FIU

Foundation

FLORIDA INTERNATIONAL UNIVERSITY

Disbursement Training

February 2016

Presentation Highlights

- Expense Reports vs Invoices
- Foundation Website
- Is Expense Allowable for Reimbursement?
- Business Purpose/ Project Purpose or Restrictions
- Prohibited Disbursements
- Travel
- Business Meals
- Gifts
- Lost Receipt Form

FIU Foundation, Inc. Website



Please visit the
Foundation website:

<https://give.fiu.edu/>

Expense Reports vs Invoices

What is an expense report?

- Expenses a FIU employee has incurred through travel or non-travel
- Created through travel and expense module in PantherSoft Financials
- Example of expenses: business meals, flowers & gifts, travel, mileage, incidental expenses

What is an invoice?

- Payment to an approved Vendor (not an employee)
- Payment for goods and/or services
- Periodic payments
- Vendor Setup is done only by Purchasing Department

Business Purpose/ Project Purpose

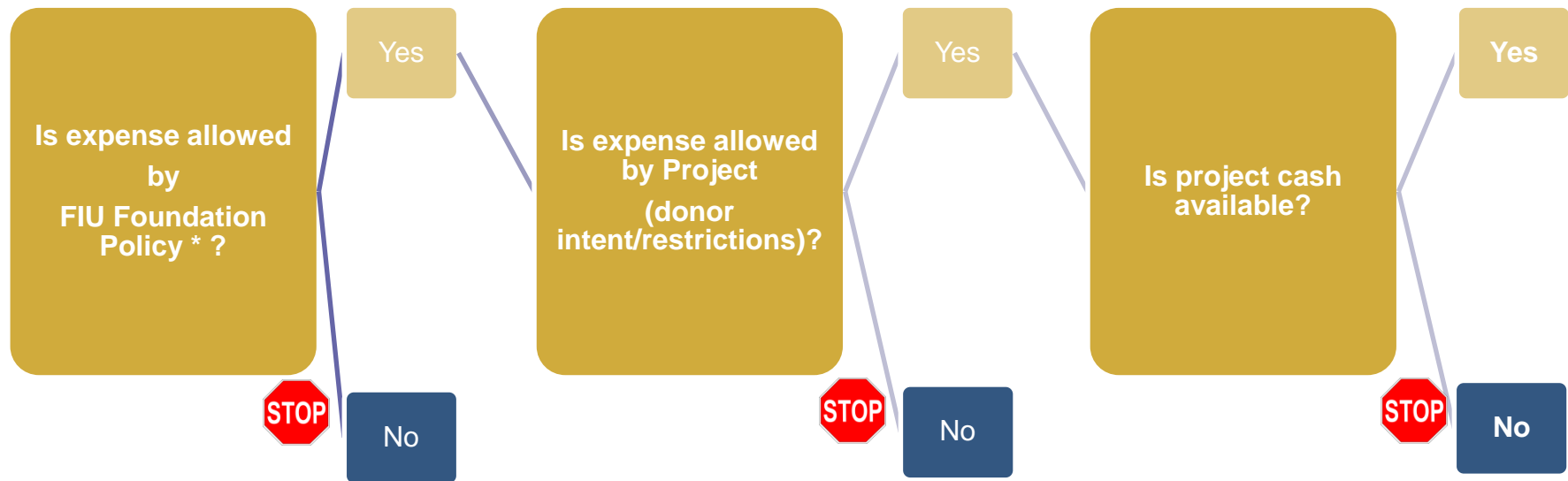
- A business purpose is **required** for all vendor disbursements and employee expense reimbursements.
- Questions to ask yourself – How does this particular expense help to advance FIU's mission? How does the expense adhere to the Foundation project restrictions set by donor?

Examples:

Poor	Good
Lunch Meeting	Roary held lunch meeting at Lucca's restaurant to discuss research project with students Kathy Brown and Bob Smith.
Expenses from the new student welcome event	Food provided during the new student welcome event to discuss financial aid and registration issues, 150 people in attendance

Is Expense Allowable?

3 Tests Must Be Met



* See Foundation Disbursements Policy

Prohibited Disbursements

- Political / Religious aspirations of Individual / Group
- Cash Donations to Other Charitable Organizations
- Direct Scholarship payments to FIU Students
- Previously Reimbursed Expenses
- Prof. License Fees not directly related to Employment
- Personal Perquisites “Perks” not benefitting FIU / FIU Foundation
- Cell Phones / Monthly Service bills
- Home Internet Connection / Maintenance
- University Faculty Club memberships
- Direct Salary Payments / Bonuses to FIU Employees
- Foreign Traveler Visa Application Fees
- Passport Application Fees / Photos
- Personal Dry Cleaning (unless official travel is 7+Days / Int'l)
- Advances of any kind
- Penalties / Fines / Citations / Tickets
- Parking Decals
- Non-Business Related / Home-Office Expenses

Travel

Travel Authorization vs Expense Report

Travel Authorization (TA)

The formal document to secure approval to travel on behalf of the University. The TA is submitted prior to travel on official University business and must be fully approved prior to any reservations or registrations. Please allow sufficient time to secure appropriate approvals.

Expense Report (ER)

The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers. ER's are payments made to the employee.

Travel

Airfare	Reasonable coach (Economy) airfare rates Trip Insurance will not be reimbursable • Upgrades Within Economy Class: Need <u>prior</u> VP approval
Lodging	Room + Applicable Taxes + Hotel Parking during travel dates Cannot exceed <u>twice</u> the GSA (domestic) or US Department of State (foreign)
Local Lodging	If employee resides < 50 miles from meeting locations Requires written justification <u>and</u> FIU CFO approval
Other	Non-Reimbursable: <ul style="list-style-type: none">• Movies, Mini-bar, Hotel Amenities Reimbursable only if Travel > 7 Days or International: <ul style="list-style-type: none">• Personal Laundry/Dry Cleaning:

Meals Per Diem

Domestic Travel

When not conducting business with other people, the University's rate meal allowance applies

<u>Meals</u>	<u>Rate</u>	<u>Travel Begins prior to:</u>	<u>Extends beyond:</u>
Breakfast	\$ 6.00	6:00 a.m.	8:00 a.m.
Lunch	\$ 11.00	Noon	2:00 p.m.
Dinner	\$ 19.00	6:00 p.m.	8:00 p.m.
Total Rate per day:	\$ 36.00		

*Meal allowance should not be claimed when the meals are provided by the host location (i.e. seminar that provides lunch to participants)

Foreign Travel

Meals are reimbursed at the foreign per diem rate
<https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>

Incidentals & Other Transportation

Taxis, Bus, Shuttle, Train, Valet/Parking Fees & Tolls	Reimbursable if needed to complete official business Gratuities / Tips up to 20%
Car Rental	Reimbursable according to University Travel Expense Policy If using Enterprise and National (FIU Corporate ID XZ41D69) Must rent <u>compact</u> cars.
Personally Owned Vehicles	Reimbursement will be calculated on mileage at the FIU approved rate <ul style="list-style-type: none">• Must include MapQuest showing mileage

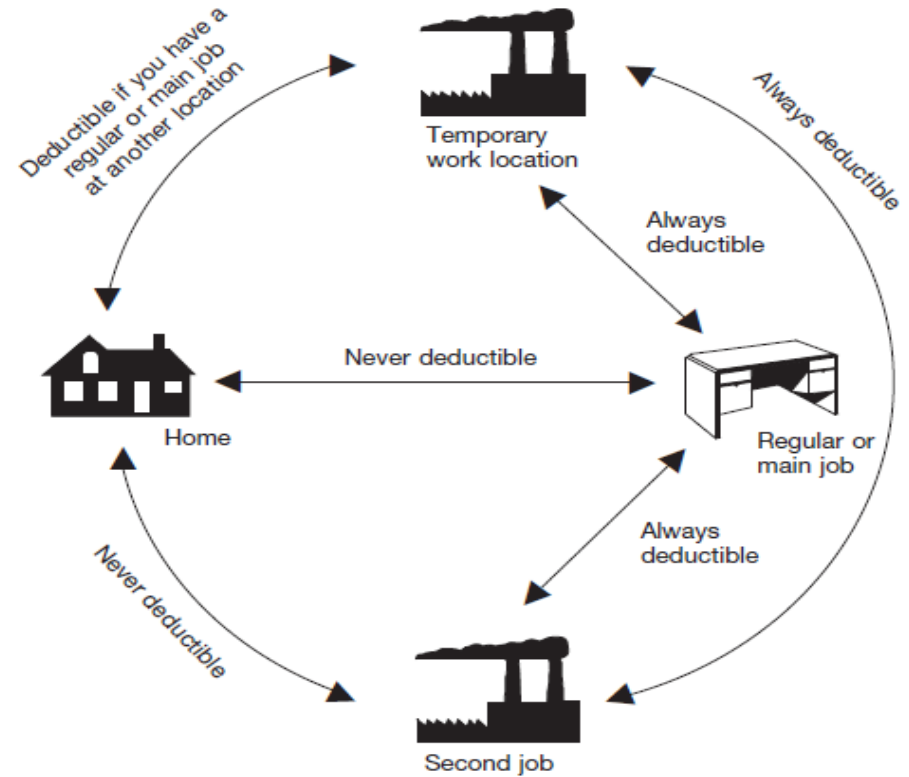
Personally Owned Vehicles: Mileage Reimbursement

Reimbursable:

- MMC to BBC for Training
- MMC to Event to Home (after work hours)

Not Reimbursable:

- Home to MMC (during work hours)
- Home/MMC to Store for supplies



<http://www.irs.gov/pub/irs-pdf/p463.pdf>

Business Meals

Business Meals

What is a business meal?

- Business meals are not events
- Typically, feature discussion, usually of a private or semi-private nature
- Small in scale

Procedure

- Expense reimbursement must be submitted within 60 days from the date incurred
- The most senior individual attending the meal must submit the expense for reimbursement to his/her supervisor for approval

Documentation Required

- Itemized expense receipt and payment receipt
- Credit card receipt (if applicable) to indicate proof of payment
- List of meeting attendees and professional affiliation
- Business purpose of meeting

Business Meal Caps

Business Meals involving only employees

- Breakfast: \$20 per attendee
- Lunch: \$30 per attendee
- Dinner: \$60 per attendee
- Snacks: \$20 provided during a meeting per attendee

Business Meals involving business guests (non-employees)

- Breakfast: \$30 per attendee
- Lunch: \$45 per attendee
- Dinner: \$75 per attendee
- Snacks: \$30 provided during a meeting per attendee

* Rates are inclusive of food, beverages, taxes and delivery charge.

* Tips are exclusive of the cap but shall not exceed 20% of the subtotal.

• Business meals with candidates for employment by FIU shall be considered business meals involving only employees.

• **Reimbursement for alcoholic beverages before 5pm will not be allowed for business meals involving employees or prospective employees.**

Gifts

Gifts

Gift to Employees

- Only one gift of flowers or gift basket per department and coordinated through the department, costing less than \$100, sent in recognition of a University employee related to the following:
 - Hospitalization
 - Birth
 - To express sympathy during times of a University's employee bereavement
- Gifts (non-monetary) to recognize or commend an employee's work effort will be permitted at a cost of less than \$100

Employee Awards

- Non-monetary awards shall not exceed \$400
 - Foundation will report to Human Resources any employee awards valued at \$100 or greater
 - Non-monetary awards such as plaques will be permitted as long as award does not conflict with donor restrictions or purpose of account to be charged

Gifts

Length of Service/Retirement Award

- Length of service awards including retirement gifts valued up to \$400 may be funded as long as it does not conflict with donor restrictions or the purpose of the account to be charged (non-monetary). Generally, not taxable to the employee.

Gifts to Non-employees and donors

- Gifts made to members of the University's various constituencies are only appropriate and reimbursable if there is a valid business purpose and a statement of benefit to the University or Foundation and does not conflict with donor restrictions or the purpose of the account to be charged.
- Gifts are limited to non-monetary items valued at \$150 or less.
 - **Allowable gifts:** flowers sent in recognition of a birth, get well hospital stay, or to express sympathy during times of bereavement
- Donations to a charitable organization (capped at \$150) in lieu of flowers when related to the death of a University constituent will be allow if it does not conflict with donor restrictions or the purpose of the account to be charged

Lost Receipt Form

FLORIDA INTERNATIONAL UNIVERSITY FOUNDATION, INC.

*Certification Statement for
Lost or Unavailable Receipt*

Payee Name: _____ Panther ID# _____

Department/Unit: _____

Receipt Amount: _____ Type of Payment (i.e. credit card, cash, etc): _____

Date of Expense: _____

Type of Expense (i.e. business meal, taxi, etc): _____

Reason receipt is unavailable or lost:

I hereby certify that the original receipt is unavailable or lost and that it's facsimile, or its original if found, will not be submitted for reimbursement or payment through any other source.

In the event a hotel receipt is misplaced, the traveler shall contact the travel agent or hotel for a copy of the receipt. Traveler will only be reimbursed for hotel related expenses if the traveler provides the itemized receipt.

In the event an airfare receipt is misplaced, the traveler shall contact the travel agent or aircraft carrier for a copy of the receipt. Traveler will only be reimbursed for airfare related expenses if the traveler provides the detailed airfare charges that includes the departure and arrival dates roundtrip, class of travel (economy), origin and destination, carrier name, flight #, and ticket #.

I understand that loss of more than two receipts in any 12-month period constitutes a failure in the dimension of accountability as defined in annual performance review, and further reimbursements will not be processed until a corrective action plan has been submitted by my supervisor.

Signature of Payee

Date

Name of Supervisor

Signature of Supervisor

Date

- Only two lost receipts are allowed per fiscal year
- If 2 or more lost receipts forms are submitted within the fiscal year, a memo with a supervisor approved corrective action plan must be included

<https://give.fiu.edu/business-governance/online-forms/>

Helpful Tips

- University provides training on how to create an expense report
- Foundation = Business unit FIU 02
- Be mindful that any changes to accounting details may affect workflow approvals
- Expense managers must check for
 - supporting documentation
 - available funds
 - discretionary projects - fund 900
 - endowment projects – fund 901
 - other restricted projects – usually fund 901
 - compliance to project purpose

Any Questions?



Thank You!

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