RANCHO SANTIAGO
Community College District

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Conference Request Claim

- **Do I need to complete a Conference Request Claim (CRC) for all travel?**
  Yes. AR7400 requires that a CRC must be completed, signed and prior authorization obtained before attendance at any event.

- **Where can I get this form?**
  The CRC form is available from the RSCCD Internet.

  http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

- **What if I want to claim only mileage because there is no cost to attend the conference/seminar?**
  Use the CRC to document employee attendance, travel, authorized absence and mileage reimbursement even if there is no other cost other than mileage to the District. This will also deter potential liability disputes.

- **When do I use this form?**
  Use the CRC to request travel for attendance at meetings, workshops, seminars, conferences, trainings or conventions that are within the scope of your job assignment. It is also used for travel for student activities and/or with student groups.

- **Can I submit a CRC for multiple employees on one form since I will be paying for the registration and hotel on their behalf?**
  No. Each employee attending a conference/event must submit their own CRC estimating the expenditures and noting the dates of travel to be approved by their respective supervisor. While you can create one Purchase Requisition noting multiple employees' expenses for registration/hotel charges, they will each need to submit a separate CRC for reimbursement and District liability purposes.

- **What if I am attending a class?**
  Use the CRC if it involves travel outside the employee's work area.

- **Can I just go to a conference and then get the CRC approved by my supervisor after the event?**
  No. All conference/travel requests must be approved prior to the conference/event occurring to authorize the absence from work and to limit potential liability disputes.

- **How do I know what accounts to use? How much can I charge to each account when it is split between projects?**
  The level of funding and funding sources for each trip should be determined in advance of departure. Please consult your department to obtain the accounts and the specific dollar amounts to be charged to each account then list this in the CRC.

- **Which sections do I need to complete?**
  Complete Part I to request authorization to attend.

- **How do I fill out a Conference Request Claim form?**
  1. Enter your name in the Employee Name
  2. Enter your Employee Number. This is your Datatel (Ellucian) ID number.
  3. Enter today's date as the Request Date.
  4. Enter the Account number(s). Make sure these are valid numbers with sufficient budget available.
  5. Enter your Department and Campus Location where the check will be sent.
  6. Enter your Telephone Number where we can contact you for questions.

  PART I *Request for Approval/Approved Estimated Expenses (attach conference/event brochure)*
  1. Enter the Title of the event.
  2. Enter the Dates of Attendance/Travel.
  3. Enter the Location of the event.
  4. Enter the Sponsoring Organization.
  5. Explain your reason for attendance.

  ESTIMATED EXPENSES (COST TO ATTEND)
  1. **Transportation** – Lowest economical and class round trip airfare or mileage not to exceed lowest economical round trip airfare.
  2. **Registration** – Total amount of registration fee including pre-conference cost.
  3. **Lodging** – Estimate one night's lodging at the standard room single occupancy rate plus taxes for every day of conference. Note: Lodging for conferences within 50 miles of the District office or college site is <u>not allowable</u> unless specifically approved in advance by the Chancellor, Vice Chancellor or President with documentation of business necessity.

4. **Meals** – Estimate your cost of meals during the conference period using per diem rates below, excluding meals provided at the conference. Daily per diem rates are broken down by meal as follows:

Breakfast		$10
Lunch		$19
Dinner		$28
	Total	$57

5. **Other** – Miscellaneous expenses (ground transportation including gratuity not to exceed 20% of fare, car rental, parking and other conference related expenses)
6. **Total** – Add 1 to 5 and enter amount here.

APPROVED ESTIMATED EXPENSE

- Obtain approved amount and signature from immediate Supervisor and/or Administrator.
- Obtain approval of Chancellor, Vice-Chancellor or President. Travel outside the United States requires Chancellor approval prior to booking.

PART II ***Request for Advances***
Please see "*Travel Advances"*

PART III ***Actual Expense Report/Claim for Reimbursement***
(To be completed within 15 days after returning from conference/event)

1. **Transportation** – Attach plane, train or bus receipt and write actual cost of transportation. If driving in lieu of other modes of transportation, insert cost of lowest economical and class round trip airfare amount (and print out cost of roundtrip flight leaving the same day and attach as support) or mileage whichever is less.
2. **Registration** – Attach original receipt and write amount. Copies of cancelled personal checks or credit card statement may be accepted if accompanied by conference flyer stating registration fee.
3. **Lodging** – Attach original hotel bill and insert cost of lodging for the period authorized. Include cost of room using standard room single occupancy rate and related sales tax only. Do not include phone calls, meals, parking, movies, etc.
4. **Meals** – Insert the dates and standard per diem rates (noted above) of applicable meals, excluding conference provided meals. Attach agenda.
5. **Other expenses** – Itemize other conference related expenditures and submit original receipts. Tips/gratuities, valet service, personal expenses including phone calls and entertainment expenses or alcoholic beverages, etc. are not reimbursable expenditures. Prior approval is required on all car rentals.

   Total expense – Add items 1 to 5 and insert the total here. The total cannot exceed the **APPROVED ESTIMATED EXPENSES.** We can only pay up to the approved amount, otherwise the CRC will be returned to the supervisor for re-approval of the higher amount. The direct supervisor must also sign and date the final expense report once completed by the employee in order to be processed by Accounts Payable.

6. **Advances** – Insert the amount of total advances or prepayments from Part II. These include transportation, registration, hotel deposits and cash advances to employees. Subtract this amount from the total expenses listed above in item 5.

   If the Total Advance is the same amount as the Total Expense, no amount is due the claimant. Items 1 to 5 still need to be entered, the form signed by claimant and the original receipts submitted to District Accounts Payable Office*.*

Amount Due RSCCD – **I**f the *Total Expense* is less than the *Total Advance,* the claimant must write a check for the difference payable to **RSCCD** and submit with the CRC and original receipts**.**
Amount Due Claimant – **I**f the *Total Expense* is equal or less than the *Approved Estimated Expense* but more than the *Total Advance*, a check for the difference will be written to the claimant**.**

- **Who gets the Conference Request Claim form once it is completed?**
  Submit the form to your immediate supervisor for signature, and they will forward to Accounts Payable for processing.

- **Are there any supporting documents required?**
  Yes, conference brochure, airfare quote, hotel rate information, etc.

- **How will I know if my conference request has been approved?**
  Your approved CRC will be returned to you.

- **What if after approval I decide not to attend the conference?**
  You can inform your supervisor and destroy the form.

- **How do I get prepayment/cash advance for the conference?**
  Please see "*Travel Advances".*

- **Where can I get the hard copy of the Purchase Requisition?**
  Go to Datatel – Purchasing and type RQPT to print your requisition.

- **How much lead time is required for prepayment?**
  At least two weeks before the due date.

- **What if I paid expenses with my credit card or cash?**
  You can request a cash advance to reimburse you. See "*Travel Advances".*

- **Can I purchase books and tapes with conference money?**
  No.

- **Please print and take with you the Hotel Transient Occupancy Tax Waiver Form and bring with you when you check in to a hotel on District/College business. Some hotels will waive certain taxes to save the District, and your budget, funds.**

  Find the form at:

  http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

- **What if I have additional questions?**

  Call Debbie Perales in the District Accounts Payable Office at (714) 480-7355.

Quick Step

- Complete Conference Request Claim Form.
- Secure signature of Supervisor and/or Administrator on CRC.
- Submit CRC and copy of conference brochure, etc. to President, Vice-Chancellor or Chancellor's Office for approval.
- Once approved, you will receive your approved CRC.
- For prepayment, submit Purchase Requisition and photocopy of CRC with supporting documents to the District Accounts Payable Office.
- For reimbursement, submit CRC with ORIGINAL receipts and PART III filled out and signed by claimant to District Accounts Payable Office within 15 days from coming back from the conference.

Mileage Reimbursement Claim

- **I am using my car to travel on District business other than a conference/ seminar. How do I get reimbursement for mileage?**
  Use the Mileage Reimbursement Claim (**MRC**) form to get reimbursed.

- **What if I want to claim mileage for attending a conference/seminar?**
  Use the Conference Request Claim to document employee attendance, travel and authorized absence even if the only expense is mileage. This will help deter potential liability disputes.

- **Where can I get a Mileage Reimbursement Claim Form?**
  MRC is available on the RSCCD Internet at:

  http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

- **Who approves mileage reimbursement?**
  Get approval from your Administrator or the person authorized to approve the claim.

- **The mileage I am claiming is for multiple trips over the course of the month. Do I need to submit a Mileage Reimbursement Request Form for each trip?**
  No. The MRC is filled out monthly. You can list one month's worth of trips per claim form(s). **Do not overlap months.**

- **Is it okay to submit my Mileage Reimbursement Claim form for a 6 or 12 month period?**
  No. According to AR7400, the MRC should be submitted to the District Accounts Payable department within 15 days following the month the mileage was incurred.

- **How do I fill out a Mileage Reimbursement Claim form?**
  Fill out completely the information requested:
  1. Insert your Name, Employee ID Number, Phone Number, Campus Location/Department (where to send the check) and your Position (job title).
  2. Insert the Month and Year for which you are claiming mileage reimbursement.
  3. Insert a valid mileage account number with money in it.
  4. Insert the date of trip, miles driven, and check whether the trip was O/W (one-way) or R/T (round trip). Attach Google Map supporting mileage for each trip.
  5. Insert the miles driven from the District office or college site, as appropriate, as supported by Google Map directions based on the most direct route.

6. Insert the name and full street address of your destination. Origin is your place of business or residence whichever is closer at the time of departure. For repeat ***FROM*** *or* ***TO*** locations, full street addresses need only be identified for the first instance, per monthly claim form.
7. State briefly and clearly the nature of each trip. Be specific.
8. Sign on the CLAIMANT line.

- **What mileage rate do I use?**
  The District uses the IRS standard mileage rate to pay or reimburse employees for auto expenses incurred for business purposes. The mileage rate applies to the year in which the miles are driven and not the year in which the miles are reimbursed.

- **What do I do with the completed forms?**
  Submit to your Administrator for approval. The claimant cannot be the approving person.

Quick Step

- Complete Mileage Reimbursement Claim (**MRC)** Form (Monthly)
- Secure signature of Supervisor and/or Administrator on MRC
- Submit MRC to the District Accounts Payable Office within 15 days of month end.

Request for Check

- **What is a Request for Check?**
  It is a disbursement method used to pay individuals or companies for approved expenditures that do not require a purchase order.

- **When do I use a Request for Check?**
  A Request for Check (RFC) is used for one-time or emergency purchases for small amounts not to exceed $250. It is not a substitute for purchase orders. It cannot be used to purchase capital items.

- **Can I use the Request for Check to pay for services for non-employees?**
  No. Call Purchasing and ask for the Independent Contractor Packet before you engage their services to comply with IRS regulations on 1099 reporting regardless of amount.

- **Where can I get this form?**
  RFC is available in the RSCCD Internet:

  http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

- **How do I fill out a Request for Check?**
  Enter the payee name (who the check is written to).
  Enter the amount to be paid.
  Enter the Datatel (Ellucian) vendor/employee ID number.
  Enter a valid account number and make sure there is money in the account.
  Mark (only one) of the appropriate boxes:
  - **Return check to Staff**: Enter Staff name, phone number, department and location.
  - **Return check to vendor**: Enter complete vendor address.

  Mark the purpose and write the complete explanation for this request.
  For purchase reimbursement, attach original receipt showing proof of payment.
  For payment to a vendor, attach invoice addressed to the District/college.
  Sign on the Requested by line.
  Get Administrator approval. The **payee cannot be the approving person**.
  Submit to Fiscal Services for Approval.

- **Are there any supporting documents required?**
  Yes. Original itemized receipt showing proof of payment, if for reimbursement and Invoice addressed to the District, if payment is to the vendor.

- **Who gets this form once it is completed?**
  Submit the completed and approved form to Accounts Payable for payment processing.

Quick Step

- Complete form.
- Obtain approval.
- Attach documentation.
- Submit to Accounts Payable.

Travel Advances

◈ **How do I get prepayment for the conference?**
For Airfare only:
1. Call Travel Travel at (800) 979-2266 to get a quote on airfare price
2. Fill out Part II REQUEST FOR ADVANCES of completed and approved **C**onference **R**equest **C**laim (**CRC**) form. Enter Travel Travel and the airfare amount as outlined in CRC Part III, item (1)*Transportation* explanation section.
3. Enter an online purchase requisition made out to **Travel Travel** for an amount equal to the quoted airfare.
4. Print the purchase requisition and submit to Purchasing. Attach a photocopy of the approved conference form and airfare quote.
5. Call Purchasing and ask for the PO number.
6. Call Travel Travel and give them the PO number so that they can issue the airline ticket.

Note: If you purchased your own airfare in advance and want to get reimbursed, see cash advance section below.

For Registration:
1. Register online for the conference and print the confirmation or obtain the conference flyer that shows the registration amount and payee.
2. Fill out Part II item (2) *Registration fee* with the name of the sponsoring organization (payee name) and the amount.
3. Obtain signed W-9 from sponsoring organization.
4. Enter an online purchase requisition made out to the payee.
5. Print the purchase requisition and submit to the District Accounts Payable Office, along with signed W-9 for sponsoring organization. Attach a photocopy of the approved **CRC** and conference flyer/registration confirmation.

For Lodging:
1. Call the hotel or do an online reservation. Inform the hotel that you will be paying with a check issued by the District that does not subscribe to *telecheck.*
2. Print the hotel reservation/confirmation that shows the date and total amount.
3. Fill out Part II item (3) *Lodging* with the name of the hotel and amount.
4. Obtain signed W-9 from hotel.
5. Enter an online purchase requisition made out to the hotel.
6. Print the purchase requisition and submit to the District Accounts Payable Office, along with signed W-9 for hotel. Attach a photocopy of the approved **CRC** and hotel reservation confirmation.

- **Can I get a cash advance and for how much?**
  An employee can get a cash advance of up to 75% of the approved estimated expenditures provided this is the only prepayment requested. Advances for transportation, registration and lodging are payable 100% to third party vendors.

- **How do I get a cash advance?**
  1. Enter your name in Part II item (4) of the CRC and the amount requested.
  2. Enter an online purchase requisition made out to yourself and submit to District Accounts Payable Office. Attach photocopy of the CRC, conference flyer, lodging information and transportation cost to show where the advances will be spent.

- **How much lead time is required for prepayment?**
  For Registration – 15 business days before the deadline.
  For Lodging – 1 month before the conference so the attendee can mail the check to the hotel 2 weeks before attendance.

- **What if I prepaid expenses with my credit card or cash?**
  You can request a cash advance (see above) subject to the 75% limit.

- **How soon should I account for my travel advances?**
  Travel advances should be accounted for by submitting the signed CRC and all supporting documents within 15 working days after the completion of the trip or attendance. Unsubstantiated travel advances after 120 days of the trip may be considered taxable income and reported to the IRS.

- **Can I get a cash advance for non-conference/travel expenses?**
  No. Cash advances are only available for conference/travel expenses.

Quick Step

- Complete Part II of form
- Enter online purchase requisition
- Obtain signed W-9 from sponsoring organization/hotel, as applicable
- Make photocopy of CRC and attach requisition and documentation.
- Submit to District Accounts Payable Office.

Blanket or Open Purchase Orders

- **What is an Open or Blanket Purchase Order (BPO)?**
  An Open or Blanket Purchase Order is a purchase order which has been issued to one vendor in which multiple purchases can be made up to a certain amount for a specific period of time, typically throughout a fiscal year.

- **How do I open a BPO?**
  Do an online requisition made out to a vendor for a specified amount using the appropriate account, e.g. Office Depot for non-instructional supplies for $1,000.

- **Can I use a BPO for Independent Contractors or service contracts?**
  Yes, if the same type of services will be performed at different times. This will eliminate doing a separate PO for each time the service is needed.

- **I now have a BPO, what do I do next?**
  You can start ordering goods or services using that PO.

- **What documents do I need to submit so my purchases from a BPO get paid?**
  Submit any of the following documents:
  - Cash Register Tape/Receipt
  - Invoice/Receipt

  If the invoice is sent directly from the vendor to the District Accounts Payable Office, submit the following as applicable:
  - Delivery Ticket
  - Pick-up Slip
  - Packing Slip
  - Sales Ticket

  The above document(s) must **indicate the PO number, be signed by the person** picking up or receiving the order and **approved by the authorized Administrator**.

- **How soon should I submit the document for payment?**
  Submit the documents to the District Accounts Payable Office **immediately** so payment can be made right away. Most vendors set one credit limit for the District and when the limit is reached, it prevents other departments from ordering or buying. Furthermore, when there is a past due invoice, the vendor can freeze the District account and not accept any orders until this invoice is paid.

Accounts Payable Frequently Asked Questions

- ***How do I pay an invoice?***

  - If the invoice is less than $100.00 or for a one-time purchase that does not require a purchase order, fill out a Request for Check.
  - Invoices for memberships, rentals/leases, sponsorship, subscriptions, services, District or student related events, etc. regardless of amount require an online requisition. Forward the original invoice to Purchasing and request a confirming Purchase Order.

- ***How do I enter a Requisition?***

  For help or questions, call Purchasing at (714) 480-7370.

- ***How do I know if an invoice has been paid?***

  In Datatel, type VOUI (Voucher Inquiry). At the Vouchers Look Up screen type ";vou.invoice.nos …" where … is, enter the invoice number. If the invoice and vendor name comes up but there is no check number, the invoice has been processed and will be paid in the next regular check run.

- ***Can I tell if a check has been processed, the check date, and amount?***

  - Yes. If you know the PO number, type PINQ (Purchase Order Inquiry), enter the PO number then drill down on the voucher. The check number/date and paid amount will show in the VOUI screen.
  - If you have access to vendor records, type VENI (Vendor Activity Inquiry), enter the vendor name or number. The screen will show payments made to that vendor. If you drill down on the voucher it will show the invoice number, check number/date and paid amount.

- ***How would I receive goods in Datatel?***

  Type PORC (Purchase Order Receiving), enter the purchase order number, enter the quantity to be received, and then update.

- ***Can I tell if a Purchase Order has been received and payment will be processed?***

  Yes. Type PINQ, enter the purchase order number.

  - If item status shows ***accepted*** the item has been received
  - If item status shows ***invoiced*** the item has been processed for payment.
  - If item status shows ***paid*** the check has been written
  - If item status shows ***reconciled*** the check has been mailed.

- ***How long does it take to get a check issued to a vendor?***
  It takes 3 to 4 working days from receipt of completed documents in District Accounts Payable Office until the check is mailed.

- ***Are original invoices required?***
  Yes.

- ***Will my department be responsible for late charges on invoices?***
  Yes.

- ***My invoice has an error; can I mark through the error and correct it then send it to Accounts Payable?***
  Yes and sign the invoice to authorize payment.

- ***The vendor indicated that they do not collect sales tax on the purchase I am making, but the Purchase Order shows sales tax charges. Do I need to have budget to cover these charges even though the invoice doesn't show sales tax?***
  Yes. While out-of-state vendors are not required to collect sales/use tax on purchases made from California, we as a District are still required to remit the sales/use tax to the State of California for those purchases. As such, you must have sufficient budget to cover the sales tax even if not identified on the invoice.

- ***Where can I get a W-9?***

  To get a blank W-9 go to the IRS website: http://www.irs.gov/pub/irs-pdf/fw9.pdf. To provide the District's W-9 information to vendors, call the District Fiscal Services Office at (714) 480-7321 to obtain a copy.

- ***How do I stop payment on a check?***

  Call the District Accounts Payable Office at (714) 480-7352 and select the staff assigned to that particular vendor. The staff will then inquire from OCDE to verify that the check is still outstanding. Send an e-mail to the staff to request that the check be canceled.

- ***What do I do if I receive an invoice or a credit memo in the department?***

  Write the PO number on the invoice/credit memo and sign it.

- ***What form do I use?***
  - Goods and Supplies from an outside vendor send a requisition to Purchasing.
  - Honorarium, Prize, Scholarship, Stipend, or Refund send a *Request for Check* form to Accounts Payable.
  - Pay non employees for a Consultant Service, request an Independent Contractor Packet from Purchasing.
  - Reimbursement of one-time or emergency business expenses, send a *Request for Check* Form to Accounts Payable.
  - Reimbursement for travel related expenses, send a *Conference Request Claim/Travel Advance* to Accounts Payable.

- ***A vendor/payee called me to inquire about why an invoice has not been paid. If it hasn't been paid, why do I see the charge on my Datatel transaction detail report?***

  Upon receipt of an invoice, the District Accounts Payable Office vouchers it for payment which immediately posts the expense into our accounting system and is reflected in your appropriate transaction detail report. The check is printed, posted and approved which can take 3 to 4 working days.

You can also get an up to date status on the PO Inquiry system (PINQ) or Vendor Inquiry system (VENI).

If there is a problem with a payment, please contact the District Accounts Payable Office at (714) 480-7352.

- ***How do I know whether I should call Accounts Payable or Purchasing with a question?***
  - You can check the status of a purchase order or payment on an invoice by using PO Inquiry.
  - Inquiring about the status of a purchase order, contact Purchasing.
  - Having a difficult time with a vendor, contact Purchasing.
  - Need to make a change to a purchase order, contact Purchasing.
  - Check the status of an invoice, contact Accounts Payable.
  - Check the status of a check, contact Accounts Payable.