

PARNASSUS Financials Newsletter

August 2006

Financial Services

WELCOME BACK to those of you who have been away for the summer!

Do you travel for Ithaca College? Are you the person who completes travel authorizations, expense reports or processes those Visa travel card transactions? This edition of our newsletter will contain information mostly related to "Travel."

Whether you travel for Ithaca College to a conference, for admissions, as part of a group, or in other instances, we hope to give you the information and resources available. There are many people, policies, forms, and procedures involved. To help you better understand and find the answers to your questions, read on!

Here is a little advance information about a new initiative. We are currently working on offering training sessions on travel. Be looking for future details about this!

As always, if you have questions regarding Parnassus Financials training and support, give me a call. You can also send me ideas or suggestions you would be interested in seeing in the next newsletters.

Enjoy!

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NEWS FLASH!!

In the July newsletter I mentioned that Subcode 7319 "Office Outside & Stap!" is used for any vendor when you purchase office supplies...*not just Staples.*

Financial Services has just updated the wording to better reflect use of this subcode. You will now see...

"7319 OFFICE SUPPLIES OUTSIDE"

How to apply for the Ithaca College Visa Business Travel Card



- ✓ Read and understand [IC Visa Travel Card Policy and Procedures](#).
- ✓ Complete required online Visa Business Card Email [Verification Form](#) [Travel Card](#)
- ✓ Print [Required Authorization Form](#) (Agreement & Approval form) then complete and fax this form to Travel Services at ext. 4-1809. [Travel Card](#)

Completed forms are first received by Travel Services. Once they submit paperwork to the Tompkins Trust Company, the Cardholder should receive their card in 7-10 business days. Cardholders must activate cards by following the instructions but when prompted to enter Social Security # enter IC College ID # instead.

Travel Card Restrictions

- Only IC employees may apply for the Visa Travel Card
- **No Personal Expenses**
- No Lending or Sharing Cards
- Cardholder should be aware of any additional departmental procedures or restrictions
- Cardholder may be liable for unauthorized transactions or careless use of the card

It is the Cardholders responsibility to read & understand the IC Visa [IC Visa Travel Card Policy and Procedures](#)

What forms should I complete regarding my Travel?

A. Travel Authorization Form

Complete [Travel Authorization Form](#) in advance of your travel.

1. Traveler Information

- complete required fields
- include ALL persons traveling in group

2. Anticipated Expenses

- check "Insurance Only" if no other expenses
- include all anticipated expenses
- indicate any grant money if known as they may be subject to additional policies
- after keying in your data, totals are automatically calculated

3. Request for Travel Advance

- limited to international & student group travel only

- ✓ Print completed form
- ✓ Process according to departmental procedures
- ✓ DO NOT forward to Travel Services

*Remember...

- ❖ You are not authorized to approve your own Travel Authorization Form or Expense Report Form.
- ❖ When traveling with IC employees you supervise, you must have your supervisor sign Travel Authorization Forms and Expense Report Forms for yourself and anyone in the group that you supervise.

B. Expense Report

Give completed [Expense Report](#) to Department Coordinator **within five (5) working days** after you travel.

1. Travel/Traveler Information

- complete required fields
- include ALL persons traveling in group

2. Expenses "Paid by Traveler"

- include expenses paid with your personal money or IC Visa Travel Card cash advance money
- if you claim mileage for use of your personal vehicle, you will not be reimbursed for gas too
- attach original receipts for all expenses listed

3. Expenses "Paid by Ithaca College"

- include ALL expenses paid via your IC Visa Travel Card or VAF (i.e. air fare, advance fees...)
- copies of receipts for these expenses must be attached to Expense Report & submitted to Travel Services when there is an "Amount Due Traveler"

4. "Other" Expenses

- i.e., gas for college car

5. Totals Detail

- fill in "Maximum Funding Authorized" if a department, grant, etc. will only authorize allowable expenses up to a set amount
- include all cash advances from IC Cashier and Visa Travel Card under "Advance from..."

6. Account Information

- only complete if there is an "Amount Due Traveler"
- total amount due traveler must equal "Amount due to Traveler" under "Totals Detail" section
- no check will be issued for amounts due to individuals with EFT as funds will go directly into their account

- ✓ Print completed form
- ✓ Obtain proper required signatures*
- ✓ Only forward to Travel Services if "Amount Due Traveler"
- ✓ All completed Expense Reports and Receipts must also be retained by the Department Coordinator

TRAVEL LINKS

Tools

- [Currency Converter](#)
- [Foreign Language Translator](#)
- Mileage and Trip Planning
 - [How Far Is It?](#)
 - [Mapblast](#)
 - [Maps on Us](#)
 - [MapQuest](#)
 - [Road Construction Information](#)
- World Time
 - [Time Zone Calculator](#)
 - [The Official US Time](#)

Travel Reference Information

- [Centers for Disease Control Travel Information](#)
- [National Geographic Map Machine](#)
- US Department of State:
 - [Key Officers of Foreign Service Posts](#)
 - [Judicial Assistance](#)
 - [Passport Services](#)
 - [Travel Publications](#)
 - [Travel Warnings & Consular Info Sheets](#)
 - [Visa Services](#)

Weather

- [Airport Delays](#)
- [CNN - US & World Weather](#)
- [The Weather Channel](#)
- [USA Today - United States 5-Day Forecasts](#)
- [USA Today - Worldwide 5-Day Forecasts](#)

Other Travel-Related Web Sites

- [The Hotel Guide](#)
- [Travelocity](#)

Help is on the way



In mid August, Noelle Bartolis, Budget Analyst/Assistant, will begin conducting departmental audits relating to EZ Pay, and Visa Travel Card & Procard transactions.

This review will provide an opportunity to address questions and offer clarifications relating to the processing of these transactions. The goal is to assure compliance with the requirements of the college-wide review conducted annually by independent auditors.

Department Coordinators will receive advance notification of the meetings. A follow-up meeting will then be scheduled to review the findings and offer any suggestions that would assist departmental personnel in understanding and implementing the required procedures.



WHO DOES WHAT...?

Cardholder Responsibilities

The Cardholder is the IC employee who has been issued a travel card and is authorized to make purchases in accordance with the policies and procedures.

Whenever you use your Visa Business Travel Card, you must give **original receipts** to Department Coordinator to approve your transactions in Parnassus.

The traveler must **submit all documentation to the Department Coordinator within five (5) working days** from return of your trip.

Check with your Department Coordinator for departmental procedures or processes.

Tompkins Trust Company will send a **monthly statement** of your account to you. **Review the transactions** and notify Department Coordinator **IMMEDIATELY** if any errors.

You **MUST** submit ALL Monthly Statements to Department Coordinator within five (5) working days of receipt. Department Coordinator will then obtain the approving supervisor signature.

Whenever you use your Visa Travel Card for registration fees, air fare, or other fees in advance of your travel, be sure to give the Department Coordinator a **copy of the documentation** since he/she will receive notification to approve your transactions in Parnassus probably **even before you travel**. You will still include all of these charges on the Expense Report Form.

Department Coordinators Responsibilities

The Department Coordinator is the designated IC departmental employee responsible for reviewing online transactions and posting transactions to the proper accounts in Parnassus.

The Department Coordinator must approve Visa Travel and Procard transactions within five (5) working days of receiving an email notification indicating there are transactions to process using the receipts and/or documentation submitted by the Cardholder.

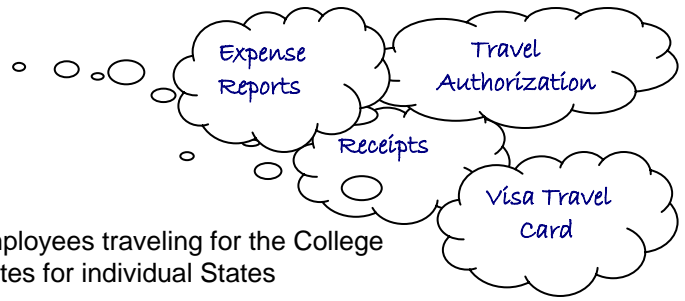
The Department Coordinator will work with Travel Services to obtain any delinquent receipts and/or documentation.

The Department Coordinators supervisor may receive notification if online transactions are not updated within 10 working days of the open email notification.

Supervisors Responsibilities

Supervisors will review and sign/approve all monthly statements for each Cardholder in their area. After approval, the Supervisor will return all statements to the Department Coordinator for retention and auditing purposes. The Supervisors signature indicates the Cardholder was authorized to use their Travel Card and the transactions were made in accordance with applicable procedures.

Let's FOCUS ON... TRAVEL



Travel Services Office at Ithaca College...

- Maintains the policies and procedures for IC travel
- Provides support, information and resources to employees traveling for the College
- Distributes requested sales tax exemption certificates for individual States
- Reviews and monitors travel expenditures
- Processes approved reimbursements for authorized travel

Policies and procedures regarding IC Travel

Ithaca College travel policies and procedures can be found at http://www.ithaca.edu/financial_services/aptso_home.htm. These guidelines are intended to assist IC faculty, staff, students, and others authorized to travel in connection with approved College activities. Employees and students are responsible for following these policies and procedures. Please be sure to review related materials before you travel.

Submitting receipts and Expense Reports

The Cardholder should attach original receipts to the Expense Report. The **only time** the Department Coordinator will forward the Expense Report with receipts to Travel Services is when there is an "Amount Due to Traveler." The Department Coordinator will forward ORIGINAL receipts for all "Expenses Paid by Traveler" and COPIES of receipts for "Expenses Paid by Ithaca College." This is because the original receipts paid with the cardholders Visa Travel Card must be attached to the monthly Visa statements and retained by the Department Coordinator for retention and audit.

A traveler who loses receipts should try to obtain duplicates. If a receipt is unobtainable; the traveler should submit a signed itemized statement and include it with the Expense Report.

Travel Expenses Defined

For tax purposes, travel expenses are the **ordinary and necessary expenses** of traveling away from home for your business, profession, or job. An ordinary expense is one that is common and accepted in your field of trade, business, or profession. A necessary expense is one that is helpful and appropriate for your business. An expense does not have to be required to be considered necessary.

Examples of Non-Reimbursable Expenses

- Traffic Fines for parking or speeding violations
- Alcoholic beverages when charged for federal and/or state grants
- Repairs to personal vehicles used for College travel
- Cancellation fees for unreasonable failure to cancel hotel or transportation reservations
- Personal vehicle mileage reimbursement that is in excess of the cost of commercial transportation (plane, train) to and from the stated destination
- Spouse or other family member's expenses
- Commuting cost between home and the College or for other non-official purposes
- Laundry services except for long international trips
- Expenses incurred for the sole benefit of the traveler such as valet services, entertainment, movie rentals, etc.

Signing up for Electronic Funds Transfer (EFT)

You are encouraged to sign up for EFT which is an electronic transfer of funds directly into your bank account. Instead of receiving reimbursements from Ithaca College in the form of a check, funds can be directly deposited into your checking or savings account. To sign up for EFT and read more detailed information click on the following link [EFT Information and Form](#)

Who should I contact for travel related questions and information?

Tami Hastings handles Accounts Receivables and Travel Services through Financial Services. She is the contact for any questions and information relating to travel! You can easily reach Tami by email with travel related questions.



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