



# F & A UPDATE

Volume 5.7

NOVEMBER, 1998



## Message from the Controller

We are happy to announce two new tools for travelers and staff members who prepare Travel Reimbursement Vouchers (RVs). First, the traveler's checklist is on a legal size envelope, which can be used to store receipts. Printed on the face is a list of common items the person preparing your reimbursement voucher might need. Please review all items listed prior to submitting it with your receipts to your staff member for preparation of the RV. Second, we also have a checklist of common items for the preparer of the Travel Reimbursement Voucher. This is printed on the face of an 8 1/2" by 11" manila envelope. Once the RV is complete, the preparer should take a few minutes to review the checklist to insure that all pertinent items have been correctly handled. Next, sign and date the envelope, and insert the RV, including all documentation. Since the envelope has F&A's address and zip +4 already printed on the face, simply seal and drop it into inter-campus mail.

We hope these two items will become an everyday part of the travel process for you and you find them convenient to use. By taking a few extra seconds to review all items, we hope that many of the more common errors can be avoided and the reimbursement process improved.

## **STUDENT ACCOUNTS HAS MOVED**

Student Accounts and Loans & Collections have had a new home for the last couple of months. Since October 9<sup>th</sup> we have been in Trailer 541 (the former Computer Store), while our offices in the Administration Building are being remodeled. Telephone numbers for all staff members remain the same. We are anxiously looking forward to the renovation being completed. NOTE: the Cashier's Office is still located in the Administration Building. Return to the Administration Building is scheduled for November 25, 1998.

## **TIME LIMITATION ON REFUNDS**

A Board of Regents rule change has limited the period of time for which a refund will be granted. Approved on December 28, 1997, this rule, 6C-7.002(10), states "A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable".

This rule is now in effect for processing tuition refunds. We expect Administrative Record Change Requests for medical withdrawals and drops to be the primary area for use of this rule.

**EMPLOYEE & NATIONAL GUARD  
REGISTRATION TIME  
SPRING, 1999,  
FRIDAY, JANUARY 5 @ 4:00 P.M.**

## **EMPLOYEE TUITION WAIVERS**

If you are intending to use an employee tuition waiver for any future classes, please be aware that the waiver may not be used for classes that include repeat course fees. Also, the waiver may not be used for classes that include excess hour charges.

## **EMPLOYEE WAIVERS MAY NOT BE USED FOR WEB BASED COURSES**

Tuition for courses identified with a "W" in the section code such as EDH 6053.OW91, may not be waived using the state employee tuition waivers, effective this fall, 1998.



an inter-campus envelope and send the approved invoice or other item through campus mail as usual. The mailing label is an eye-catching chartreuse color, so it should help anyone handling the envelope to know to forward it to F&A. UCF Postal officials have been alerted to the use of these labels.

## **DEPARTMENTAL LEDGERS**

Departmental personnel may pick up departmental ledgers at F&A if they wish. An announcement is always sent to departments via GroupWise, advising that ledgers are available for pick up.

If an incorrect name is listed as the "Reports Recipient", departmental personnel should send a Departmental Authorization List (DAL) Update Form (41-566 or 41-566A) with the correct information to F&A, Attn: Mary Andersen. If

the name of the "Project Leader" is incorrect, departmental personnel should send a signed memo to Mary Andersen, indicating the correct name and SSN. The Division of Sponsored Research Accounts should approve Project Leader changes, before submission to F&A.

## **A NOTE FROM CASHIERS**

If you receive funds for your department on behalf of the university, please note: deposits must be made to the cashier's office on the same day or by the next business day. No deposit should be held for periods longer than one day and may not be accumulated for longer periods of time. See University Policy & Procedure #4801.

## **A/P STATISTICS**

Did you know: PO's processed last year, July to September, 1997, totaled 2,156. This year, PO's July to September, 1998, totaled 3,153 (46% increase). Vouchers processed for the same period 1997, totaled 7,807 and 1998, totaled 9016 (15.5% increase).

## **PREPARER'S INFORMATION REQUESTS**

When completing a form that requests the preparer's name, please include your full name, first and last, and the UCF ZIP plus four code. This includes Travel Reimbursement Vouchers, Payment Authorization Requests (formerly short invoices), and Reimbursements for Expenses Other Than Travel (ROTT). By providing this information, you take the guesswork out of the process for our staff and reduce the chance of misrouting documents back to you. Please pass this information to those who need to know, but may not receive this newsletter.

## **SENDING INVOICE APPROVALS THROUGH CAMPUS MAIL**

Finance and Accounting has begun sending return mailing labels to departments with expeditors and requests for invoice approval. Departmental personnel should attach the label to

## **CONTRACTOR PAYMENTS**

On July 1, 1998, the Purchase Order (PO) and Limited Purchase Order (LPO) replaced the OPS Contract at UCF. If your contractor is in fact an independent contractor, and not an employee, he/she may be paid via PO or LPO. Departments must first determine if the contractor should be classified as an employee in accordance with IRS rules. Departments may obtain a copy of the IRS rules from Purchasing, Payroll or F&A. If the rules indicate that the contractor should be considered an employee, the department should contact the Payroll Department to place the contractor on the payroll. If the contractor is not an employee, the department should write an LPO or a Purchase Requisition for submission through normal processes. A very important item in the PO/LPO process is the determination of whether the contractor is a US citizen or a non-US citizen. Be sure to mark LPO's or Purchase Requisitions with this information. A second very important point is the submission of the contractor's invoice after the work is completed. Larger companies usually have a recognized invoice mechanism, but individuals should submit their own individually prepared and signed invoice for payment. Purchasing or F&A can provide further information for payments to non-employee independent contractors, while Payroll can provide further information for payments to contractors who are in fact employees, or should be classified as employees.

## **Vendor's Payable Has Reassigned Processors to Vendors Alphabetically**

<u>Vendor Name</u>	<u>Processor</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
A,Q,X,#	Debra Wyatt	384-2026	<a href="mailto:Wyattd@mail.ucf.edu">Wyattd@mail.ucf.edu</a>
B,N	Jacqui Christian	384-2037	<a href="mailto:Christij@mail.ucf.edu">Christij@mail.ucf.edu</a>
C,J,R,Z	Sheila Collaricci	513-4263	<a href="mailto:Scolaric@mail.ucf.edu">Scolaric@mail.ucf.edu</a>
D,I,L,W	Millie Cunningham	384-2034	<a href="mailto:Cunningm@mail.ucf.edu">Cunningm@mail.ucf.edu</a>
F, Airborne	Jamie DeVault	384-2038	<a href="mailto:Devaulj@mail.ucf.edu">Devaulj@mail.ucf.edu</a>
E,S	Linda Baker	275-4370	<a href="mailto:Bakerl@mail.ucf.edu">Bakerl@mail.ucf.edu</a>
K,P,T	Sherri Swallow	384-2035	<a href="mailto:Swallows@mail.ucf.edu">Swallows@mail.ucf.edu</a>
G,H,O	Elsa Dantes	384-2002	<a href="mailto:Edantes@mail.ucf.edu">Edantes@mail.ucf.edu</a>
M,U,V,Y	TBA	TBA	

### **NEW SUPERVISOR OF ACCOUNTS PAYABLE**

We are happy to announce the new supervisor of Accounts Payable, (Travel Payables & Vendors Payables) Ms. Doris Santos. Doris brings extensive Accounts Payable experience. Join us in welcoming her into this position. You can contact Doris at 384-2026 or e-mail Santosd@mail.ucf.edu.

### **VENDOR PAYMENTS Q & A**

- Q. Can I delay payment to a vendor who sent me the wrong material, and now they won't cooperate on the return or replacement?
- A. Florida Statute 215.422 allows the department five days to inspect and approve the goods or services for payment. If there is a bona-fide dispute on specific goods or services, payment may be withheld until the dispute is settled.
- Q. Where should vendors send their invoices?
- A. Vendors should always send their invoices directly to F&A, 12424 Research Pavilion, Suite 300, Orlando, Florida, 32826-3249. If the vendor sends the invoice to any other location, payment may be delayed.
- Q. I used our department's gas credit card to buy gas for the departmental vehicle while on departmental business. What should I do with the credit card slip?
- A. You should make sure that the dollar amount and the departmental account number shows clearly on the slip; and a person on the Departmental Authorization List for the account being charged approves the charge.
- Q. We will have some employment candidates coming to UCF. We want to have them stay in a nearby

hotel and our department will pay the hotel directly for the stay. What should we do?

- A. The Vice President for Administration & Finance has approved the use of three local hotels for such events: They are the Holiday Inn Select, Marriott Courtyard, and the Ramada Limited University. Generally, an LPO can be used for payment to these hotels for such visits. You should also remember that travelers can pay for their expenses and be reimbursed through normal Travel procedures.

### **CELLULAR TELEPHONE CHARGES**

The following is a partial statement of UCF's Policy for documenting cellular telephone and telephone calling card usage. The full policy may be obtained by contacting F&A or the office of Mr. William F. Merck, II, Vice President for Administration and Finance.

Itemized monthly bills for cellular telephones are sent to the applicable departments for approval of payment. On the invoice the cellular telephone user must annotate any call that was made for other than State of Florida or University of Central Florida business. In addition, this statement must be printed or typed on the bill: "I certify that all calls itemized hereon were for state or UCF business unless otherwise annotated. I will personally pay UCF for these annotated calls." The user's signature and home telephone number must follow this certification.



## ARE YOU ON THE WEB FOR TRAVEL INFORMATION?:

If you haven't tried the following, you will find these helpful:

Foreign Currency web site:

<http://www.oanda.com>

Map Mileage web site:

<http://www.mapquest.com/>

Foreign Per Diem web site:

<http://www.state.gov/www/perdiems/>

Division of Banking and Finance, Travel Regulations:

<http://www.dbf.state.fl.us/expense4.html>

Group travel summary reports must be submitted to Finance & Accounting Travel Section within ten business days from the end of travel.

## THRIFTY'S INSURANCE REQUIREMENT FOR RENTAL CARS

**COLLISION** – Included in State contract price. If a vehicle is rented which is not on the contract, the collision insurance should be purchased and paid for by the State.

**PERSONAL ACCIDENT INSURANCE (PAI)** – The State will not pay for Personal Accident Insurance (PAI).

1. **Question:** What does PAI cover?

**Answer:** Medical and personal effects (any belongings in the vehicle).

2. **Question:** Is PAI required for rental?

**Answer:** No. This is personal accident insurance and personal effects.

3. **Question:** Can the individual's personal insurance replace the PAI if not purchased through Thrifty?

**Answer:** Yes. Your homeowners insurance would cover personal effects.

4. **Question:** What does Supplemental Liability Insurance (SLI) cover?

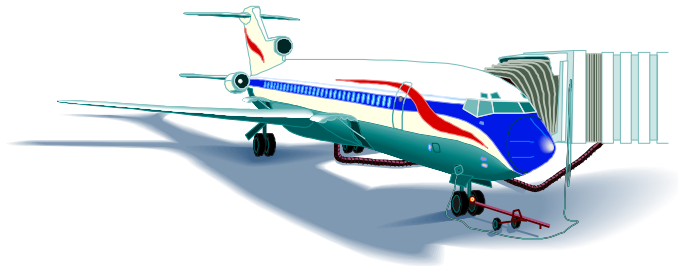
**Answer:** It is a third party coverage. SLI will cover the other car, bodily injury in the other car and property damage. Liability is a person's legal obligation to pay for damages because that person was deemed responsible for causing the damage

5. **Question:** Is SLI required for rental?

**Answer:** SLI is required in Florida due to the fact that Florida is a non-liable state. You will need proof of SLI from your insurance company.

6. **Question:** Can the individual's personal insurance replace the SLI?

**Answer:** Yes, but each individual should check with their own insurance carrier.



## AIRLINE TICKETS

Departmental personnel should remember that the person who picks up an airline ticket from the UCF Cashier must be 1) the traveler (with appropriate identification), 2) on the Departmental Authorization (DAL) List for that account, or 3) must have a signed authority form from someone who is on the DAL for that account. Also, travelers must keep a copy of the itinerary and the passenger receipt to submit with their travel reimbursement.

Please Note: Departmental personnel should remember that electronic tickets should also be picked up from the UCF Cashier so that they may be subsequently submitted with the travel reimbursement.

## **CHANGES IN THE TRAVEL SECTION**

On July 1<sup>st</sup> the Travel Department redistributed the processing of travel reimbursements among the staff. Travel reimbursements were distributed to Travel staff by specific departments. This is a departure from the method where

Travel Reimbursements were distributed to the staff based upon the first letter of the traveler's last name. The new distribution should provide better service to UCF faculty, staff, candidates, and student travelers. The following is a list of staff and areas of responsibility.

<u>Departmental Account Number</u>	<u>Processor's Name</u>	<u>Phone</u>	<u>GroupWise Address</u>
10XX, 32XX, Gas credit cards	Maris Barrios	384-2042	<a href="mailto:mbarrios@mail.ucf.edu">mbarrios@mail.ucf.edu</a>
14XX, 65XX All World Travel Agency	Oscar Cariasoo	384-2019	<a href="mailto:cariasoo@mail.ucf.edu">cariasoo@mail.ucf.edu</a>
11XX, 20XX, 35XX,	Lita Mercado	384-2017	<a href="mailto:lmercado@mail.ucf.edu">lmercado@mail.ucf.edu</a>
13XX, 71XX, 73XX	TBA	384-2017	TBA
02XX, 03XX, 16XX, 55XX, American Express	Joey Modi	384-2027	<a href="mailto:modij@mail.ucf.edu">modij@mail.ucf.edu</a>
01XX, 04XX, 07XX, 2021, 22XX 24XX, 36XX, 37XX, 48XX, 61XX, 76XX, 78XX, Avis, Thrifty	Ray Alvarado	384-2018	TBA
05XX, 64XX, US Travel	Carmen Toledo	275-4317	<a href="mailto:citoledo@mail.ucf.edu">citoledo@mail.ucf.edu</a>
18XX, 2052, 26XX, 66XX, 68XX, 72XX	Margarita Garay	384-2019	TBA

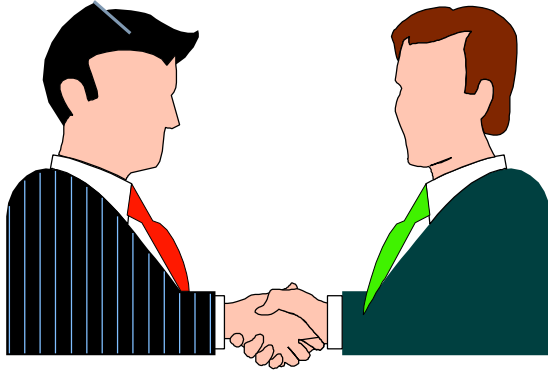
## **ON- LINE TAR SYSTEM**

As we move to a paperless society, F&A has provided an on-line system of obtaining TAR numbers and approvals. This system can greatly assist departments in getting a TAR number, controlling budgets and keeping abreast of departmental information. If you ask anyone who has used the On-Line Property System, you will find that a properly handled transaction can save you some effort in keeping up with departmental resources and assist in tracking departmental costs. Finance & Accounting strongly recommends that you adopt this system for your benefit. If using an on-line computer is difficult for you, you will find that the training we offer will make your using the system easy. Call Human Resources Training Department at 275-4301 and sign up for TARS On-Line. You will be glad that you converted from the laborious manual system to the easy on-line system.

## **PROPERTY**

Larry Friedt, former director of the Property and Inventory office, has retired to a life of golf and travelling. Jim Bray has been appointed to replace Larry in this position.

We recently completed our first pass scanning of the entire campus. Of the 28,000 items (up from 24,000 last year) we have scanned 57.5% of these items. Approximately 12,000 items are still unscanned for this current fiscal year. We are still offering training for the On-Line Property System, check with Maxine Bowers for dates and times for the regularly scheduled classes – or contact Property & Inventory Control for individual training at extension 3-2457.



## **FEDERAL DISCLOSURE STATEMENT**

A draft of UCF's Disclosure Statement (DS-2) will be available for review as soon as the finishing touches are completed. The plan is to put it on the F & A Web Page. The DS-2 is required as a result of the April 26, 1996 revision to OMB Circular No. A-21, Cost Principles for Educational Institutions. The DS-2 provides a comprehensive listing of UCF cost accounting procedures as they apply to contracts and grants. Input from the university community is welcome.

Look for Contracts and Grants training to be offered soon. The training seminar will offer information about the post-award accounting processes. If you assist the PI's in your department with the post-award administration of awards and/or have frequent contact with the C&G section of F&A, this training seminar is for you.

## **CONTRACTS & GRANTS FRINGE BENEFIT RATES**

The following are the current fringe benefit rates for payroll disbursements occurring on or after July 1, 1998, on accounts in the Sponsored Research Trust Fund. The following fringe benefit rates are for all salary OPS personnel on established payroll lines. Please exclude consultants and independent contractors in the business of offering services on a contract basis for a limited period of time.

<u>Category</u>	<u>Salaried</u>	<u>OPS Temp/Adjunct and Research</u>	<u>Graduate &amp; Students</u>
<b>Payroll Matching</b>			
FICA	7.65%	7.65%	
Retirement	16.45%		
State Health/HMO	7.00%		
State Life Insurance	0.14%		
Miscellaneous Fringe-Department of Insurance Assessment			
Workman's Comp.	0.17%	0.17%	0.17%
General Liability	0.00%		
Miscellaneous Fringe – Other			
Unemployment Comp.	0.36%		
DOA Personnel Assess	0.10%		
Annual & Sick Pool	0.00%		
<b>TOTAL</b>	<b>31.8%</b>	<b>7.82%</b>	<b>0.17%</b>

These rates are subject to change each January and July. A copy of the rates can be found on the F&A web page at <http://pegasus.cc.ucf.edu/~cfufanda/> under the F&A Update Newsletter and Other Documents section.

## **Finance & Accounting**

It is time to update our mailing list. We would like to make sure the information we have is correct (i.e., spelling of name, department, and campus address). If you know of anyone that might be interested in receiving the Finance & Accounting Newsletter, please let us know, as well as someone that receives the Newsletter and is no longer in your department.

**Please add the following name to your mailing list.**

Name \_\_\_\_\_

Department Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Suncom \_\_\_\_\_

Email Address \_\_\_\_\_

**Please delete the following name from your mailing list.**

Name \_\_\_\_\_

Department Name \_\_\_\_\_

*Thank you for your help!*