



F & A UPDATE

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Message from the Controller

Does your department make payments or process waivers/awards for students who are not U.S. citizens? The Internal Revenue Service (IRS) and federal tax regulations require the University to report all payments to students who are nonresident aliens (NRAs). Certain payments are subject to tax and require the withholding and remittance of tax amounts due to the IRS. Further, students who are issued temporary UCF numbers (numbers beginning with 7XX-XX-XXXX or 8XX-XX-XXXX) are required to obtain a valid social security number (SSN – if work is performed) or Individual Taxpayer Identification Number (ITIN – for scholarships, etc.).

Finance & Accounting, in partnership with several other offices on campus, reviews all payments to students to identify NRA payments.

If you are processing payment requests directly to students on a Payment Authorization Request, please include all nonresident alien students (internationals who do not possess a green card) on a separate form and clearly mark, “Nonresident Alien Payment Request.”

We are in the process of setting up procedures to proactively obtain the necessary paperwork for processing. However, during the transition time, we may contact you to assist in obtaining the required information.

Your cooperation in the matter is greatly appreciated. If you have any questions, contact Katerina Tsaknaki in Finance & Accounting at (407) 384-2013.

AIRLINE TICKETS & GAS CREDIT CARDS

The following are the University’s policies for disbursing Airline tickets and Gasoline Credit Cards at the Cashiers office:

1. Individuals picking up Airline Tickets, boarding passes, and rental car vouchers must present a photo ID and be authorized on the Departmental Authorization List (DAL) on the account from which the ticket is paid.
2. If the person is not on the DAL, a signed authorization from an authorized individual must be presented. (Code “5” on the Departmental Authorization List).
3. No authorization is necessary when picking up a boarding pass or itinerary.
4. The same procedures are required for issuing gas credit cards. However, a copy of the TAR must also accompany the request.

Travelers must remember to keep a copy of the itinerary and the passenger receipt to submit with their travel reimbursement.

CASHIERS OFFICE HRS OF OPERATIONS

Monday & Thursday 8:30 AM – 7:00 PM
 Tues., Wed. & Friday 8:30 AM – 4:00 PM

GAS CARDS CHARGES/RECEIPTS

In order to ensure that gas card charges are properly processed, please submit all gas card charge receipts to the Travel Section. Please show the following on each receipt: the traveler's signature, the departmental account number, the TAR number, the vehicle license number which was filled.

CONFERENCE AGENDAS

If you attend a conference or convention be sure to provide a copy of the agenda with your Travel Reimbursement Voucher. This is required to determine the amount of the traveler's meal reimbursement. The State Comptroller will not approve a Travel Reimbursement Voucher to a conference or convention without an agenda.

HOTELS

If you are going to a conference within the State of Florida, keep in mind the State Comptroller requires justification for hotel rooms costing more than \$100 per night (before tax). If you are going to an out-of-state conference, a justification is necessary for hotel rooms costing more than \$150 per night (before tax). When the conference the traveler is attending is held at a hotel that costs more than these amounts, indicate this fact on the Travel Reimbursement Voucher. The State Comptroller has agreed to accept this explanation as adequate for reimbursements.

Some hotels charge a higher rate if two guests stay in a room. Your bill should indicate whether you are being charged the "single" or "double" occupancy rate. If this is not clear on your final bill, ask the hotel to provide a bill that indicates the single occupancy rate. This will help your reimbursement go through the process faster.



RENTAL CARS

After making rental car reservations, department personnel must contact the Cashiers Office to request a "one trip voucher". The individual picking up the voucher must be 1) the traveler, 2) someone authorized on the Departmental Authorized List (DAL) or 3) have in their possession an authorization signed by someone authorized on the DAL. In addition, a copy of the TAR (Travel Authorization Request) with the correct TAR # must be shown at the Cashiers Office when picking up the rental car voucher.

The traveler must show the "one trip rental car voucher" at the AVIS and/or Thrifty counter when picking up the vehicle. For additional information, please refer to the Travel Manual (Part D) or our web page at <http://pegasus.cc.ucf.edu/~cfufanda/>.

The State of Florida has a contract with AVIS-Rent-A-Car for business travel. The contract rate includes primary insurance coverage for the following amounts: \$100,000/\$300,000 bodily injury and \$50,000 property damage. AVIS assumes all fire, accident, and collision losses. Therefore, the traveler does not need to buy Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW). The State will not reimburse travelers for CDW or LDW purchased by the traveler when AVIS is used. If a traveler purchases Personal Accident Insurance (PAI), the

State Comptroller considers this a personal expense and will not allow reimbursement.

However, if the traveler is in a location where there is no AVIS-Rent-A-Car available and they have to rent from another car rental company, the traveler may pay for the collision damage waiver (CDW) and Loss Damage Waiver (LDW) and the State Comptroller will reimburse them. The State still will not pay for Personal Accident Insurance (PAI), so the traveler must rely upon his or her own insurance for other liability or loss. We recommend that if a traveler anticipates such occurrences, they should review their own policies or talk to their insurance agent.

AVIS RENT-A-CAR RATES

The University's state contracted agency, AVIS-Rent-A-Car, has increased their daily rental rate to \$24.18 per day for compact car rental in state and \$31.98 for out of state. This adjustment, effective January 1, 2000, reflects an increase in commercial rental rates and fuel costs. For reservations, please call 1-800-338-8211. Use AVIS AWD No.-A113400.

THRIFTY'S INSURANCE REQUIREMENT FOR RENTAL CARS

Collision – Included in the university contract price. If you rent a vehicle that is not on the contract, you should purchase the CDW/LDW and obtain reimbursement on your Travel Reimbursement Voucher.

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

For reservations, please call 407-384-3050. Hours of operations: 8:00 a.m. – 5:00 p.m. (Monday – Saturday, closed Sunday).

- Question:** What does PAI cover?
Answer: Medical and personal effects (any belongings in the vehicle).
- Question:** Is PAI required for rental?

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

- Question:** Can the individual's personal insurance replace the PAI if not purchased through Thrifty?
Answer: Yes. Your homeowners insurance would cover personal effects.
- Question:** What does Supplemental Liability Insurance (SLI) cover?
Answer: It is 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.
- Question:** Is SLI required for rental?
Answer: SLI is required in Florida due to the fact that Florida is a non-labile state. You will need proof of SLI from your insurance company.
- Question:** Can the individual's personal insurance replace the SLI?
Answer: Yes, but each individual should check with their own insurance carrier.

TRAVEL ADVANCES

Advances may be made or authorized by an agency head or his designee to cover anticipated travel costs when travel is for a period of five or more days. A travel advance may not exceed 80 percent of the estimated travel costs payable to the traveler for lodging & meals. An exception may be made to take advantage of a substantially discounted common carrier ticket. The travel advance may be an amount equal to 100 percent of the cost of the substantially discounted ticket plus 80 percent of the remaining estimated travel expenses. Other exceptions to the 80 percent restriction may be made if approved by the State Comptroller. Requests for such approval must be in writing and clearly demonstrate the increased travel advance is in the best interest of the state. Approval will be in writing and must be included as documentation in the travel advance request for payment.

Travel advances should be requested at least three weeks before the travel period begins, unless the traveler can provide justification of circumstances to the contrary. Such requests must be sent to the Travel Section, Finance & Accounting.

A traveler **shall only have one travel advance outstanding at any time** without written justification of circumstances, which necessitates an exception to this restriction.

A travel reimbursement voucher form must be completed by the traveler when the travel period has ended (within five days from the day the trip was completed) and be submitted to the Travel Section. The travel reimbursement request shall reference the statewide document number of the original advance. Total travel expenses payable to the traveler shall be reconciled to the travel advance. If the travel advance exceeds the actual amount payable, then the traveler shall reimburse the university within ten workdays of their return to headquarters. If the amount payable to the traveler exceeds the travel advance, the traveler shall receive the net amount owed in the form of a direct deposit or a warrant from the agency.

TRAVEL APPROVALS

Florida Statutes 112.061 states that “all Travel Authorization Requests (TARS) shall contain evidence of signature by the traveler and approval by the supervisor” and “all Travel Reimbursement Requests (RVs) must be signed by the traveler and the official authorizing the travel.” In the absence of the traveler’s immediate supervisor, an alternate signor should be someone at a higher level of supervision than the individual’s supervisor.

TRAVEL AUTHORIZATION REQUEST (TAR) OFFICIAL HEADQUARTERS

The official headquarters of a traveler who is a UCF employee is the headquarters to which he/she has been assigned to in his/her Personnel Action Form (PAF). This information is extremely important due

to the many campuses we now have (i.e. Daytona Campus, Downtown Campus, Main Campus, Brevard Campus, South Orlando Campus, Lake County Campus).

JUSTIFICATION FOR TRAVEL

When entering a justification on a Travel Reimbursement Voucher, please take a minute to consider the wording. The State Comptroller, who reviews, approves, and pays all travel reimbursements does not know the traveler, nor do they know the various University acronyms. Travel reimbursements are frequently returned for inadequate or incomplete justifications. The justification should state clearly a benefit to the University and/or State.

NON EMPLOYEE TRAVEL

If your department plans to invite a candidate to interview for employment and agrees to pay travel expenses, please remember that in order to obtain a flight reservation from UCF’s contracted travel agency, World Travel Partners (WTP), you must provide a properly completed and approved Travel Authorization Request (TAR).

If preparing a manual TAR, fax a copy to the candidate for signature. Once the signed TAR is faxed back, fax it to the UCF Travel office at (407) 384-2177. Travel will assign a TAR number and will call you with TAR number. Finally, fax the completed, signed and numbered TAR to WTP at (407) 839-2036. Upon receipt of the faxed TAR, WTP will arrange the flight.

If you use the TARS On-Line system to process a Travel Request, the traveler’s signature is not required. Once approved by the dean / director / chair of your department on-line, a TAR number is programmatically assigned. You can screen print the TAR and fax it to WTP saving time and effort.

In order to be able to use the on-line TAR system, the traveler must be on the FLAIR Vendor Employee file. Fax a note with the traveler’s name, SSN, and address to Mary Andersen(407)384-2015.

Mary will enter the traveler's vendor I/D information. The following day, after FLAIR nightly update, you should be able to prepare an on-line TAR.

Remember that non-employees are subject to the same Florida Statutes, rules, and regulations as employees and must be paid in accordance with them. This applies to the type of airline seat, auto rental, per diem rates, and incidental expense reimbursements. For further details, contact the Travel section at 407-384-2020.

SOCIAL SECURITY NUMBERS

Direct payment to hotels for lodging charges and registration fees for conferences, seminars, symposiums, etc., require the **social security number** (SSN) of the traveler and/or attendee. Please be sure to type the traveler's SSN on the form when sending a Payment Authorization to F&A.

MANUAL INTERDEPARTMENTAL INVOICES

Manual Interdepartmental (I/D) Invoice forms must be submitted with all appropriate back up attached. Examples of back up includes, but is not limited to: a copy of the benefiting account's departmental ledger showing the voucher number of the original transaction; a cash receipt; and/or any other pertinent information supporting the requested transfer.

CERTIFIED FORWARD VS. CARRY FORWARD FUND

Certified forward and carry forward funds are not synonymous nor can these funds be used the same way.

Certified Forward items are **Education and General (E&G)** funds that were encumbered but not spent by departments on June 30 of the previous fiscal year, and must be spent by December 31 of

the same calendar year. For example, amounts certified forward at June 30, 1999, can only be spent until December 31, 1999. Finance & Accounting must charge current year funds for invoices which apply to certified forward encumbrances, but which were received after the certified forward processing deadline.

Carry forward funds are **unspent certified forward funds** available for expenditure University wide. This requires the approval of the appropriate Vice President, the Budget Office, and the other administrative officials. Finance & Accounting may only process carry forward charges on approved carry forward accounts. In order to properly record these charges, special object codes have been set up and must be used to charge the carry forward category of expenditures.

Remember that certified forward and carry forward processing applies only to E&G funds and does not apply to trust funds, such as Auxiliary, Sponsored Research and Agency.

If you have any questions, contact Finance & Accounting at (407) 384-2000.

PICKING UP WARRANTS AND CHECKS

Good internal control procedures require Finance and Accounting to send warrants and checks directly to payees. Only in emergency situations, or when extenuating circumstances exist will departmental personnel be allowed to pick up checks. Unacceptable reasons to pick up a check include wanting to have a departmental copy or to be able to mail it yourself.

Warrants and checks may be picked up only by individuals authorized on the Departmental Authorization List (DAL) on the account being charged or by the payee.

When a check is approved for pick up, please be sure to do so promptly, rather than leaving it indefinitely in F&A, thereby delaying payment by days, and sometimes weeks.

DEPARTMENTAL LEDGERS

Each month Finance and Accounting sends Departmental Ledgers (DLs) to a designated individual for each department on the Departmental Authorization List (DAL). Check CICS if you would like to see who is authorized, using the verb "FCCA," and option "B," Departmental Authorization Display. The individual with a code "4" is authorized to receive the DL. Remember only one person per department may be authorized. If you need to change the authorized individual, use a DAL update form, 41-566A, indicating all changes/additions/deletions. Send completed forms to Finance & Accounting, attn: Mary Andersen.

The person designated to receive the DL and the principle investigator may be two different people. The principle investigator (PI) is the responsible individual for a particular account. If the name of a PI needs to be changed, send a memo to Finance & Accounting, Attn: Mary Andersen, or e-mail her at Mandersn@mail.ucf.edu indicating the



name of the new PI. Changes to Sponsored Research accounts must be sent to the Sponsored Research office for approval prior to contacting F&A.

END OF FY 99-00

If your department receives Education & General (E&G) funding, these funds will expire on June 30, 2000, unless properly encumbered and certified forward. Now is the time to review your accounting records, prepare Purchase Requisitions, Limited Purchase Orders, and TARs and keep a close watch on your funds. Check your CICS Budget screen frequently, canceling or reducing blanket TARS and memo encumbrances and reconciling the departmental ledger. As we approach the end of the FY, Finance and Accounting will be asking departments to verify whether their encumbrances are valid, and whether they should be retained or modified. This is necessary so that the correct amount of funds will be certified forward. If you become aware of an encumbrance that is no longer necessary, notify F&A so the encumbrance may be deleted. After the encumbrance is deleted, the funds are immediately available to you to encumber or for other requirements. Keep in mind that travel must be completed by June 30, in order for it to be charged to FY 99-00.

PURCHASING CARD

The State of Florida has a purchasing card program available to UCF. This little known secret can free you from preparing a Purchase Requisition or LPO, and save huge amounts of processing time. P-cards are Visa credit cards for departmental staff who order the goods and services used in departments. Using a p-card is as easy as calling a merchant, giving the credit card number, and waiting for the goods to arrive. Charges will appear in your charge queue on FLAIR and must be approved for payment. There is less administrative paper shuffling and fewer record keeping requirements. If this sounds interesting, check out the details on our web site at <http://pegasus.cc.ucf.edu/~cfufanda/>.

MISCELLANEOUS CONTACTS

<u>Office</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
<u>Budget Office</u>	Barbara Feasel	823-3377	bfeasel@mail.ucf.edu
<u>Computer Services Charges</u>	Stan Wheeler	823-2122	swheeler@mail.ucf.edu
<u>Computer Store Charges</u>	Janet Waller	823-5063	janet@mail.ucf.edu
<u>Depart Authorization List</u>	Mary Andersen	384-2025	mandersn@mail.ucf.edu
<u>Interdepartmental Transfers Accountant</u>	Nahid Shahnam	275-4374	nshahnam@mail.ucf.edu
<u>Office Supply Charges</u>	Jan Nettles	823-2780	jnettlles@mail.ucf.edu
<u>Payroll Charges</u>	Donald Lind	823-5886	dlind@mail.ucf.edu
<u>Postal Charges</u>	Jaya Swami	823-5021	jswami@mail.ucf.edu
<u>Print Shop Charges</u>	Jodi Peters	823-2404	jodi@ucf1vm.cc.ucf.edu
<u>Revenue Deposit Information</u>	Jackie Morales	823-2669	jmorales@mail.ucf.edu
<u>Telecommunication Charges</u>	Martha Hamann	823-2101	mhamann@mail.ucf.edu
<u>On-Line ID Charges Information</u>	Julie Wagner	275-4378	jgwagner@mail.ucf.edu

HELPFUL WEB SITES

<http://pegasus.cc.ucf.edu/~cfufanda/>

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

<http://www.mapquest.com>

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

<http://www.state.fl.us/>

Finance & Accounting main web page

Click on Purchasing Card for object code and P-card information

The currency site

Map mileage web site

Foreign per diem web site

Banking & Finance travel statutes

VENDORS PAYABLE CONTACTS

<u>Vendor Names Beginning with:</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
F & A Receptionists	Kim Riddle & Ann Norman	384-2000	Kriddle@mail.ucf.edu
D, E, P, W	Millie Cunningham & Audrey Lane	384-2034	cunningm@mail.ucf.edu
C, J, T	Shelia Colaricci & Tanya Bizon	384-2850	scolaric@mail.ucf.edu
B, N	Jacqueline Christian & Jean Jones	384-2037	jchristi@mail.ucf.edu
L, S V	Linda Baker & Pat Adams	275-4370	bakerl@mail.ucf.edu
M, U	Carrie McDowell & Jacquie Pearo	384-2038	cmcdowel@mail.ucf.edu
G, H, I, O	Elsa Dantes & Rosal Salamat	384-2002	edantes@mail.ucf.edu
A, K, Q, X, Y, Z,#	Debra Harris & Jennifer Reese	384-2036	wyattd@mail.ucf.edu
F, R, Airborne	Jamie DeVault & Susan Mroz	384-2035	jdevault@mail.ucf.edu
Warrant/Check Distribution	Jewel Jordan & Teresa Young	384-2011	jordanj@mail.ucf.edu
Scanning	Naty Fernandez, Siegi Elam, & Bill Kelly	384-2030	fernann@mail.ucf.edu
Supervisor for B, C, E, J, K, N, P, R, S, T, U, V, Y, Z	Oscar Canonizado	384-2039	ocanon@mail.ucf.edu
Supervisor for A, D, F, G, H, I, L, M, O, Q, W, X, #'s	TBA		
Receptionists Fax Machine		384-2015	
Vendors Payable Fax Machine		384-2177	
Check Desk & Auxiliary Fax Machine		275-4391	

TRAVEL PAYABLE CONTACTS

<u>Departmental Account #s</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
13XX, 18XX, 2060, 3204, 3228, 3252, 36XX, 68XX, 78XX	Ray Alvarado	384-2018	ralvarad@mail.ucf.edu
11XX, 3219, AMEX	Joey Modi & Latch Jaggernaut	384-2027	modij@mail.ucf.edu
16XX, 24XX, 35XX, 72XX, 76XX	Carmen Toledo	275-4317	citoledo@mail.ucf.edu
01XX, 02XX, 03XX, 05XX, 0683, 0689, 0710, 0730, 2002, 3202, 3206, 3207, 3210, 3212, 3213, 3216, 3224, 3225, 3231, 3232, 3233, 3234, 3236, 3270, 3290, 48XX, 71XX	Maria Barrios Chris Reparip	384-2042	mbarrios@mail.ucf.edu
2001, 2004, 2006, 2052, 26XX, 3222, 3244, 37XX, 61XX, 65XX	Lita Mercado	384-2044	lmercado@mail.ucf.edu
2021, 22XX, 3211, 64XX, 73XX	Laura Crouch	384-2017	lcrouch@mail.ucf.edu
14XX, 2010	Oscar Cariasoo Emy Coronel	384-2019	cariasoo@mail.ucf.edu
04XX, 0660, 0750, 10XX, 3203, 3205, 3250, 3251, 55XX Gas	Margarita Garay	384-2043	mgaray@mail.ucf.edu
TAR Desk	Dabu Diosdado	384-2020	
Travel Supervisor	Teresa Tharp	384-2021	ttharp@mail.ucf.edu

CONTRACTS & GRANT ACCOUNTANTS

<u>Account Code</u>	<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
XX-XX-100 to 599	Federal C&G	Virginia Grayson	384-2007	graysonv@mail.ucf.edu
XX-XX-600 to 699	State Dept. of Education	Esther Cordero	384-2008	cordero@mail.ucf.edu
XX-XX-700 to 799	State C&G	LaVon Jennings	384-2009	jenninl@mail.ucf.edu
11-XX-8XX 13-XX-8XX 14-XX-8XX 16-XX-8XX 18-XX-8XX	Private C&G	Mike Fioramanti	384-2014	fioraman@mail.ucf.edu
26-XX-8XX 64-XX-8XX 65-XX-8XX 68-XX-8XX	Private C&G Institutes	Esther Cordero	384-2008	cordero@mail.ucf.edu
XX-XX-901 to 913	Overhead	Randy Foster	384-2012	rfoster@mail.ucf.edu
XX-XX-914 to 999	In-house Awards	Jean Creech	384-2046	jcreech@mail.ucf.edu

MISCELLANEOUS

<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
Auxiliary Accounts	John Shaw, Jr.	275-4376	jshaw@mail.ucf.edu
Agency Accounts	Les Harding	384-2028	lharding@mail.ucf.edu
Nonresident Alien & Taxes	Katerina Tsaknaki	384-2013	ktsaknak@mail.ucf.edu