**Procurement & Payment Services**

**Highlights:**

- New email address for purchasing card
  UND.pcard@UND.edu
- Procure to Pay from start to finish. Come to our new L&D session to learn the complete process
- A huge welcome to our new team member in Procurement Services David Krause!
- Updated ND lodging per diems start 10-01-16. Remember in-state for employees is 90% of GSA.
- Some best practices for travel reimbursements - a clip from the NDUS Audit Services newsletter

---

**A new face in Procurement Services**

David Krause is our newest addition to Procurement Services. Dave comes from outside the University system with his most recent experience at Digi-Key Electronics. His analytic & procurement related experiences will be a great asset that we are excited to bring to our team. Welcome aboard Dave!!

**New L&D session offered**

We’re always looking for new training ideas, and we believe we’ve come up with a great one. With the joining of our Procurement and Payments Services teams, we are working together on a joint training titled Procure to Pay: From Start to Finish. We’ll be looking at the entire purchasing and payment process, starting with the procurement steps and what questions/forms need to be completed before your purchase is made, all the way through the process and documentation to complete the payment to the vendor. We think it will be a fun and informative session so come and join us on October 26th at 9:00. Sign up through L&D to reserve your chair. Looking forward to seeing you.

**P-card procedure change**

Have a question on a P-card infraction notice you received? Want to request an extension of the due date of your paperwork? Do you need to request a waiver? With the combination of two great teams to form Procurement & Payment Services we now have the opportunity to share services and create efficiencies that provide a positive impact to you, the cardholder. Payment Services will be assisting in the monitoring of the P-card and will continue the review of submitted statements of account and their corresponding paperwork. We are in the process of reviewing and updating the P-card Manual and have created a new P-Card email address. The email address of UND.pcard@UND.edu should be used to request an extension of your paperwork deadline (paperwork is due in our office the 20th of each month), request a waiver, or to appeal any violation notifications you believe you may have received in error regarding your P-card account. Appeals or paperwork extension requests will not be taken via phone, all requests must be submitted in writing to the P-card email address. You will receive a confirmation email insuring the email was received. Please let us know if you have questions regarding the new process.

**Updated per diem rates**

National per diem rates are normally updated every October 1st. The ND in-state meal per diem for employees remains at $35 per day (this is set by the state legislature). In-state lodging per diems have been updated on our webpage (see the table in our quick links). They can also be calculated by using 90% of the published GSA rate. Please note that Minot is now at the standard rate. When processing your travel reimbursement requests for meal per diems for out of state travel, make sure you are using the rates published for the dates the travel occurred. If you have questions, please give us a shout.

**Taxability of Moving Expenses**

Whether a moving expense is taxable or not is determined by Internal Revenue Service (IRS) regulations. The University is required to report reimbursement of all moving expenses to the IRS and our Payroll Office includes the reimbursement on their W-2. Applicable taxes including income tax, Medicare, and social security taxes are withheld from any nondeductible moving expense. The most cost efficient and expedient way to compensate moving expenses is to provide a lump sum payment through the Payroll Office. The individual should work with their tax preparer and together they may be able to determine if the individual can claim the moving expenses on their individual tax return.

---

**Other News**

**P-card reminders**

Your P-card statement of account is due in Procurement & Payment Services by the 20th of each month. Remember to sign your statement, have your reviewer sign it and attach all supporting documentation including but not limited to receipts/invoices, waivers, Airline/Amtrak forms, TURF, etc. and submit your paperwork before the deadline to avoid any violations on your p-card account. Review the P-card user’s manual for detailed information [here](http://und.edu/finance/operations/purchasing/files/docs/purchasing-card-manual-10-1-14.pdf).

**Software Purchases**

Need to purchase software? Check out the details and guidelines offered by the Center for Instructional & Learning Technologies (CILT). They provide instructions all software purchases for your UND computer including guidelines on purchasing non-standard software and hardware. Just a reminder that any non-standard software purchase over $5000 requires completion of a Non-Standard Hardware & Software Form. Follow this link to get all the details on these purchases [here](http://und.edu/academics/center-for-instructional-and-learning-technologies/services/software/non-standard-purchases.cfm).

**Training Guides**

Don’t forget, the PowerPoint presentations from our L&D training sessions as well as other helpful videos and instructions are available on our training pages. Check them out at [here](http://und.edu/finance/operations/purchasing) and [here](http://und.edu/finance/operations/accounting-services/training-page.cfm). For PeopleSoft training and tips, check out [this link](http://und.edu/finance/operations/connect-und/finance-tip-sheets.cfm). Our previous newsletters are available in our news archives for your reference and reading pleasure.
Travel – Best Practices for a Major Expense

Every campus has travel expenses, but do you know how much? In 2014 & 2015, system-wide travel costs made up approximately 13% of the operating expenses line item in the annual Combining Statement of Revenues, Expenses and Changes in Net Position.

While travel expenses are necessary to conduct the business of each campus, they must be reasonable, properly controlled, approved, and reviewed for potential misuse. Below are some best practices to ensure you are getting the most “bang” for your travel buck:

- Ensure that travelers are aware of all campus specific and SBHE travel policies and procedures.
- Different people should be involved in handling travel expenses to ensure good segregation of duties and guard against mistakes or intentional misuse. Have different individuals: approve travel, prepare expense claims, review expense claims and reconcile financial records.
- Travel expenses must serve a business purpose, with no personal benefit to the traveler. Evaluate that anticipated benefits warrant the travel costs.
- Ensure travel is approved at the appropriate level (travelers should not be approving their own travel arrangements OR expense claims).
- Evaluate expenses to ensure they are the most economical for the travel situation.
- Review fund restrictions to assure that expenses are allowable and appropriate to the fund source charged.
- Any exception to a travel policy should include a detailed explanation of why it is necessary.
- Periodically review and update signing authority.

Can I rent a car when traveling in North Dakota?

Car rental information is located on the Risk Management web site. State fleet is the preferred form of transportation for travel within the state of ND. If you need to rent a car within the state of ND, prior approval is needed. Please review the details on the Risk Management web page (https://und.edu/public-safety/_files/docs/renting-motor-vehicles-in-state.pdf).

What is the status of my payment?

A payment request submitted through Perceptive Content can be traced at any time once it reaches the workflow. Check out the Payment Services training webpage (http://und.edu/finance-operations/accounting-services/training-page.cfm). There is video instructions on how to find a document in the Training Documents/Videos on the right side of the screen - Search for a document.

From NDUS Audit Services …

COMING SOON
Budgets Overview Inquiry
This session is going through a “renovation”. Stay tuned for more information

The Budget Office is reworking the L&D training session for Budget Overviews, Previous description was “This training provides the tools necessary to navigate through PeopleSoft to find your department’s budget and cash balance; utilizes PeopleSoft to track your department’s budget, cash, revenue, and expenditures; shows you how to complete a budget journal. The session also includes hands-on practice activities.” We’ll provide updated information as it becomes available

Location: TBD
University of North Dakota

Procure to Pay:
From Start to Finish
October 26th
9:00-10:30 a.m.
This training session will cover the procedure for making a purchase and following it through to processing the payment.
Location: Memorial Union, River Valley Room

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
October 11th
9:30-11:00 a.m.
This training provides the tools necessary to navigate through PeopleSoft in order to run, read, and understand PeopleSoft financial reports. Important tips will be provided to help you recognize why, when, and how to reconcile revenue and expense transactions posted to your funds. Troubleshooting tips and tools to help you resolve budgeting errors will also be provided. This session includes hands-on practice activities.
Location: Gamble Hall, Lanterman Center, Room 9
University of North Dakota

What is the status of my payment?

A payment request submitted through Perceptive Content can be traced at any time once it reaches the workflow. Check out the Payment Services training webpage (http://und.edu/finance-operations/accounting-services/training-page.cfm). There is video instructions on how to find a document in the Training Documents/Videos on the right side of the screen - Search for a document.

Can I rent a car when traveling in North Dakota?

Car rental information is located on the Risk Management web site. State fleet is the preferred form of transportation for travel within the state of ND. If you need to rent a car within the state of ND, prior approval is needed. Please review the details on the Risk Management web page (https://und.edu/public-safety/_files/docs/renting-motor-vehicles-in-state.pdf).

What is the status of my payment?

A payment request submitted through Perceptive Content can be traced at any time once it reaches the workflow. Check out the Payment Services training webpage (http://und.edu/finance-operations/accounting-services/training-page.cfm). There is video instructions on how to find a document in the Training Documents/Videos on the right side of the screen - Search for a document.

Can I rent a car when traveling in North Dakota?

Car rental information is located on the Risk Management web site. State fleet is the preferred form of transportation for travel within the state of ND. If you need to rent a car within the state of ND, prior approval is needed. Please review the details on the Risk Management web page (https://und.edu/public-safety/_files/docs/renting-motor-vehicles-in-state.pdf).