

# **SESSION 1: TRAVEL & CHROME RIVER**

**9:00 AM – 10:30 AM**

**1.11.24**

# CHROME RIVER – PRE-APPROVALS

- Pre-approval reports are required for the following (includes foundation funded expenses):
  - Overnight travel
    - International travel
  - Sponsorship Requests
  - Non-Chartwells food and beverage requests

➔ More on this on next slide



# FOOD REQUESTS

- All non-Chartwells food requests require a pre-approval. Examples include:
  - Eating at an establishment
  - Food for Stockton pantry
  - Ordering food/prepackaged items
    - Includes candy, giveaways, concession purchases
- Galloway campus requests
  - First right of refusal from Chartwells must be attached to your report



# SAME DAY TRAVEL

- Chrome River pre-approval reports are not required, even if there is an associated cost such as a registration fee
  - Pcard can be used for registrations and parking
- Effective 1/1/24, IRS mileage rate is .67 cents/mile
  - For grant funded travel, consult with the Grants Manager to determine if the state rate should be used for reimbursement
- Student travel
  - Send list of student travelers to Campus Police prior to leaving campus

# SAME DAY TRAVEL REIMBURSEMENTS

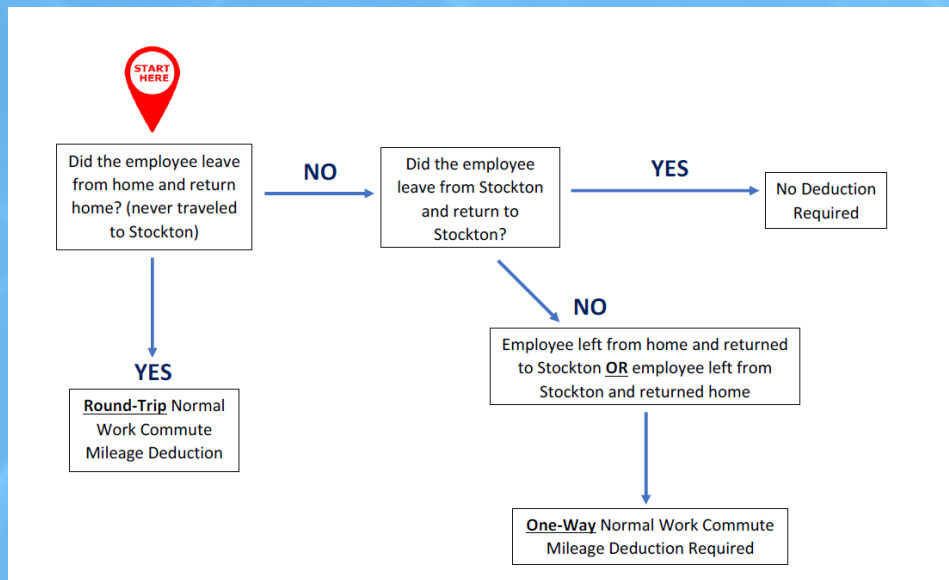
- Same day travel reimbursements are processed as direct pays
  - See our travel webpage for updated payment voucher forms and mileage log templates

Travel Procedure, Forms & Guides
<a href="#">Travel Procedure</a>
<a href="#">2024 Payment Voucher Form - IRS Mileage Rate</a>
<a href="#">2023 Payment Voucher Form - IRS Mileage Rate</a>
<a href="#">2023 Payment Voucher Form - State &amp; CWA Mileage Rate</a>
<a href="#">Mileage Log - Odometer</a>
<a href="#">Mileage Log - IRS</a>
<a href="#">Mileage Log - CWA/STATE</a>

# HOW TO CALCULATE MILEAGE



- Determine the appropriate mileage rate – IRS, State, or CWA
- Normal work commute deduction is required if traveling to and/or from home on a day the employee is being compensated





# CHROME RIVER EXPENSE REPORTS

- Expense reports are needed when an employee is seeking reimbursement for university funded overnight travel.
  - Employee must have a profile in Chrome River. If the employee is a TES or student, reimbursement is processed as a direct pay.
- Elimination of Divisional Executive approval for trip expenses exceeding 10% of the pre-approval.




# EXPENSE REPORT TIPS

- Expense reports must have a fully approved pre-approval
  - Import the pre-approval at the start of creating the expense report
- All expenses, including those charged on a Pcard, must be listed on the report
  - Pcard transactions should be reconciled prior to submitting the expense report
- Ensure the amounts spent are exact on all line items
- Only the reimbursable expenses require a receipt in Chrome River
- Personal vehicle mileage
  - Ensure the date reflects the date(s) traveled
  - Respond appropriately to the message regarding mileage deduction



## NO DEDUCTION



### Personal Vehicle Mileage




**Personal mileage reduction** #210

If departing from home on a day you normally teach on campus/day you are being compensated by the university, normal work commute deduction is required. Please deduct your mileage or certify a deduction is not required.

**RESPONSE**

Deduction not required, traveled on a Sunday - not being compensated.

## DEDUCTION

Miles	<input type="text" value="131.32"/>	 Calculate Mileage 
Deduction	<input type="text" value="None"/>	
Mileage	<input type="text" value="IRS Rate"/>	<input type="text" value="None"/> <input checked="" type="text" value="Distance"/> <input type="text" value="Amount"/>
Departure location	<input type="text" value="Home"/>	

# WHEN IS A PO REQUIRED FOR TRAVEL?

- Payments for activities
  - Ziplining, escape rooms, etc.
- Payments for transportation
  - Buses for student trips
- Contracted social events
  - Banquets, Spirit of Philadelphia



# RECOMMENDED VENDOR FOR TRAVEL SERVICES

- The University has an ongoing contract with Newark Gateway Travel Services, Inc. that provides full travel services, both domestic and international, for all University students, faculty, and staff.

## Travel Agency Information

### Newark Gateway Travel Services, Inc.

Contact: Christina Malanga

Phone: 973.624.4462

Email: [info@gatewaycentertravel.com](mailto:info@gatewaycentertravel.com)

# QUESTIONS?



# THANK YOU FOR JOINING US!



The PPT presentation and links to the recordings will be posted to the Accounts Payable webpage.  
Please contact us to schedule any additional trainings!

# **SESSION 2: Pcards & Bank of America**

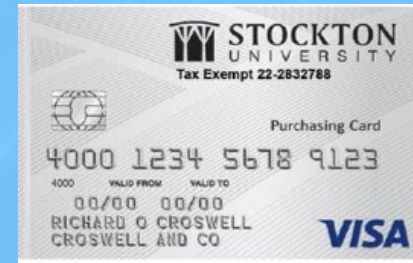
**10:45 AM – 12:00 PM**

**1.11.24**




# RECENT UPDATES – PCARD

- Pcard limits reestablished
- DE Pre-approval for purchases are no longer required
- Services performed off campus can be paid via Pcard
- Individual Pcards are open
  - \$5,000 credit limit
  - \$3,500 single transaction limit
- Email [Pcard@stockton.edu](mailto:Pcard@stockton.edu) for any questions, requests, or exceptions



# SIGN UP FOR A CHARTWELLS PCARD



**STOCKTON UNIVERSITY**

**Pcard Application**

Completion of this form is acknowledging acceptance of the appropriate use of credit cards established for and issued to authorized Stockton University employees to conduct business of the University. In accepting the Stockton University credit card, you agree to the terms and limits placed on the use of the card and compliance with University Policies and Procedures.

**Select the type of Pcard being requested:**

Department  Individual  **Chartwells**

Name on Pcard: \_\_\_\_\_

**All fields must be completed below:**

Stockton Z# \_\_\_\_\_ Cardholder      Email Address: \_\_\_\_\_ Cardholder

Phone number: \_\_\_\_\_

*\*It is important to note the phone number associated with your Pcard as this information is required when contacting Bank of America and to activate or change your PIN.\**

Banner fopal attached to card for allocations; can be modified prior to posted charges

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Prog: \_\_\_\_\_ Activity: \_\_\_\_\_ (if applicable) Locn: \_\_\_\_\_ (if applicable)

Account code to be determined by the expense

*Single purchases are limited to \$3,500 per transaction.*

Responsible Accountholder(s) for Reconciliation: \_\_\_\_\_  
Name(s)


Signature of Cardholder or Responsible Cardholder for Dept. card: \_\_\_\_\_

\_\_\_\_\_  
Print Dean/Budget Unit Manager Name      Signature authorization of Dean/Budget Unit Manager

\_\_\_\_\_  
Print President or Cabinet member Name      Signature authorization of President or Cabinet Member

Instructions- Complete the form, read University Policy, Procedures and Credit Card Guidelines and obtain original signatures. Send completed approved form to [Pcard@stockton.edu](mailto:Pcard@stockton.edu).

# ADDITIONAL PCARD INFORMATION

- Expiring Pcards
  - Replacement Pcards are automatically sent prior to expiration. Once received, an email notification will be sent to the cardholder.
- Sign up for 
- Online purchases may require a phone number or address. Please be sure to enter what is on file for the account.

# PCARD TIPS

- Make sure you know your PIN
- We are sales tax exempt in NJ, FL, and MA
  - When making purchases in-person, please bring copies of our sales tax exemption documentation
  - Additional tax information can be found on the Tax Compliance webpage or reach out to [Tax@stockton.edu](mailto:Tax@stockton.edu)

## Sales Tax

University departments should use sales tax exemption certificates whenever possible when purchasing services and tangible property for University purposes. In order for a purchase to be exempt from sales tax, it must be limited to University purposes and the payment must be made by a Stockton University employee with University funds (e.g., P Card or Stockton University Check). Purchases made with a personal credit card do not qualify for exemption from sales tax in New Jersey. Stockton University currently has sales tax exemptions in 3 jurisdictions: New Jersey, Florida, and Massachusetts. Sales tax forms can be found below:

1. [University NJ exemption declaration](#)
2. [NJ ST-4](#)
3. [State of NJ exemption letter - no expiration](#)
4. [Florida](#)
5. [Home Depot Tax Exempt Registration](#)
6. [Massachusetts](#)

# PCARD TIPS CONTINUED

- Communication is key!
  - Multiple people may be using a department card. Communicate on what is being purchased to stay on top of possible fraud attempts.
  - Let your budget unit manager know when transactions have been reconciled so they can be approved timely
- Track Pcard spend separately to assist with monitoring your budget
  - Account holder reconciles transaction
  - Budget Unit Manager signs off
  - Accounts Payable reviews and signs off
  - Completed transactions are batched and go through the FUPLOAD process

**BANK OF AMERICA**



Works

- Logging in & viewing your dashboard
- Pending transactions and rolling back your date range
- Running Reports
  - How to check your available balance
  - Report on batch status



# QUESTIONS?



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# **SESSION 3: Banner & ePAFS**

**1:00 PM – 2:00 PM**

**1.11.24**

# BANNER REMINDER & TIP

- If payment is being processed for a membership/subscription/contract, please provide the term dates
  - This information is tracked and provided to Fiscal Affairs
- When entering direct pays and requisitions, let your Budget Unit Manager know there are documents in their queue to approve
- How to look up approval routing in SSB



# ePAF Update

- Update to Employee Supplemental ePAF Routing
  - Human Resources has been added as level 58
  - Please select Tristan Stoltzfus as the approver
- How to update your default routing

# DIRECT PAY REMINDERS

- When completing direct pays, please remember to use 01 as the bank code and enter a vendor invoice number. The vendor invoice number should be the number listed on the invoice or an appropriate description of the payment.

The screenshot displays the 'Invoice/Credit Memo Query' interface for Stockton University. The document number is 10417819, and it is a Direct Pay transaction for Vendor Z00001500. The form includes the following fields:

INVOICE/CREDIT MEMO HEADER	
Invoice Date	01/08/2024
Transaction	01/08/2024
Address Code	RT
Sequence Number	2
Street Line 1	Petty Cash - Ryan Terrell
Street Line 2	101 Vera King Farris Dr
Street Line 3	
Discount Code	05
Payment Due	02/07/2024
Bank	
Vendor Invoice	
1099 Tax ID	
Income Type	

Additional fields on the right side of the form include:

- Document Accounting:
- Check Vendor:
- Collects Tax: N (Collects no taxes)
- City: Galloway
- State or Province: NJ
- ZIP or Postal Code: 08205-9441
- Nation: 157 (United States of America)
- Direct Deposit Status: No
- ACH Transaction Type:  IAT,  Credit Memo,  1099 Vendor,  Direct Deposit Override,  Text Exists



# INVOICING PROCESS

ACCOUNTS PAYABLE

## Processing Invoices

INVOICE

Pre AP: A Requisition is submitted, approved and converted to a Purchase Order. The vendor receives a copy of the PO.



Goods are received or a service is provided by vendor. Receiving should be completed by department, if needed.



Invoices must be sent directly from vendor to AP to ensure compliance with the language stated on our POs. Department should request that vendor send all invoices to [api@stockton.edu](mailto:api@stockton.edu).



AP processes the invoice. Banner matches receiving with the invoice against the PO.



Payment is issued according to vendor terms.

# INVOICING REMINDERS

- AP cannot process payment with a quote, statement, or proforma invoice.
- Attaching an invoice to your requisition or PO is not sufficient to process payment. All invoices must be sent directly to AP (emailed/mailed) for payment to be processed.



# INVOICES AWAITING RECEIVING

- Automated email sent on Tuesday mornings
- Please handle promptly as vendor has not been paid
- Please contact Purchasing for assistance on receiving

The following invoice(s) have been processed and are awaiting receiving in Banner:

Vendor ID	Vendor Name	Invoice #	Inv. Date	Due Date	Approved Amt.	Prev. Paid Amt.	PO	Receiver Doc Number(s)
Z00000842	Sheppard Bus Service Inc	I0417526	31-DEC-2023	30-JAN-2024	660		P0096706	

Please review the Invoice number(s) in the Banner screen FOIDOCH.

If there is no receiver document number listed and the merchandise has been received by your department, please process receiving in Banner.

If there are receiver document numbers listed and you are still receiving this email, there are issues. Please contact the Purchasing Department for further assistance.

If the merchandise has NOT been received by your department, please contact the vendor. This vendor has submitted an invoice to Accounts Payable for payment.

## CHECK WITH ORDER POs

- Requisitions that are entered must indicate it is a check with order request
- Purchasing will convert the req as a check with order PO
- Once the approved CWO is emailed to the end-user, please send a copy of the PO to [api@stockton.edu](mailto:api@stockton.edu) with the phrase “Check With Order” in the subject line

# HOW DO I KNOW IF A CHECK CUT?

- Document History (FOIDOCH)
- Vendor Detail History (FAIVNDH)



# QUESTIONS?





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