**NEW!**

**TRAVEL REIMBURSEMENT GUIDELINE, REQUEST FORM EFFECTIVE MAY 10TH**

This guideline was published on March 9th. DTS encourages travelers to review and become familiar with the new guideline and the form. For suggestions about improvements, email financialaffairs@utsa.edu.

The guideline applies to all employees and individuals whose travel costs are paid by UTSA, including student employees, students studying abroad, national exchange students, student teachers, internships, practicums, observations and those attending athletic events held out of town, including NCAA Division I athletes attending NCAA athletic activities or events.

A traveler may be reimbursed for meals, lodging, transportation and other expenses while traveling on official business, as determined by UTSA and TexTravel.

Prior approval for all business travel outside Bexar County is required for absences during normal work hours, regardless of cost to UTSA.

DTS reviews all travel documents for compliance and will contact the traveler, their supervisor/administrator and document creator if there are changes to travel documents.

**HELPFUL LINKS**

- FAR Information: www.utsa.edu/financialaffairs/far.html
- UTSA Training and Development: www.utsa.edu/hr/training/
- DTS Training Materials: http://www.utsa.edu/financialaffairs/dts/training.html

**Partial Payments and the Prompt Payment Act**

DTS will not make short/partial payments on invoices unless the contract/agreement outlines these requirements. DTS will neither approve nor authorize partial payment forms submitted by UTSA departments. For billing issues when the invoice’s full amount will not be paid, departments should submit a Vendor Dispute Form to DTS.

Departments should handle vendor disputes and notify DTS of the dispute via a copy of the Vendor Dispute Form attached to the vendor’s invoice.

Per the Texas Prompt Payment Law (Government Code Chapter 2251); payments for goods and services are overdue on the 31st day after any of the following occurs (whichever is latest):

- Goods are received;
- Services are completed;
- A valid invoice is received (the 30-day period described in the Law begins upon receipt of the invoice).

UTSA makes payments according to this law, and pays interest when a payment is past due, except when:

- There is a bona fide dispute with the vendor (A Vendor Dispute Form should be used to improve documentation),
- The invoice is not mailed to the address on a UTSA Purchase Order;
- Special payment terms for federal grants & contracts or other laws are in effect/invoked.

Invoices must be mailed to DTS. A UTSA department receiving a vendor’s invoice should date stamp the invoice, authorize payment and send it via campus mail to DTS for processing. For more information, see the State of Texas Payment Processing Information for Vendors.

**REMINDE RS:**

All voucher coversheets (i.e. DEFINE screen prints) should be submitted for VP2 payments (documents created by departments) and document ID numbers should be noted on all supporting documentation. Including document ID numbers on all supporting documentation helps prevent filing errors.

All documents for 26 grant accounts including travel documents should be routed to the Office of Post Award Administration (OPAA, formerly the Office of Sponsored Projects) prior to arriving at the DTS Office.

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State Charge Card Program Conversion

The State Charge Card Program Conversion has been extended to August 31, 2011. DTS will notify the UTSA community of informational sessions for the Travel Card program. Here are some highlights of which to be aware:

- The IBA Card Program and the Direct Bill Program will no longer be administered by UTSA.
- Travel cards will be issued as Central Liability Individual Billed Accounts (CLIBA). This means cards will be issued in the individual’s name responsible for the card and its usage in accordance with UTSA guidelines (Coming soon).
- CLIBA Cards will be authorized for airfare/transportation, lodging & conference registration costs.
- Departments can apply for a card for each traveler scheduled for at least three (3) trips per year, or departments can choose to obtain CLIBA cards in the name of the department head and/or designee(s), as central billing accounts will no longer be used.

Mileage and Parking Reimbursement

A Mileage and Parking Reimbursement Log can be submitted to Fiscal Services (at both the Downtown and 1604 campuses) for reimbursement of travel within Bexar County.

Include parking receipts as supporting documentation with the form, but do not submit MapQuest printouts. The Petty Cash Form is not needed and the petty cash limits do not apply.

Travel Agency Services

If a department is not using State- or UTSA-contracted travel agency services, and estimated costs exceed $5,000, the department must submit a request to the Purchasing Office for these services via an Electronic Purchase Request (PB4) in DEFINE.

The Purchasing Office will work with the department on a competitive solicitation for the requested travel agency services. Departments should allow a minimum of three (3) weeks to complete this solicitation for travel agency requests between $5,000 – $25,000, and a minimum of six (6) weeks for travel agency requests exceeding $25,000.

Contact the Assistant Director of Purchasing or the Senior Contracts Specialist for more information.

Voucher Check Issues and Payments Submitted Over 90 Days

Submit voucher check reissue requests to DTS. DTS will work with Accounting Services to process the request. This is the preferred method to handle check reissue requests.

Voucher Check Issues (continued)

Voucher Payments Submitted over 90 days

For requests submitted over 90 days in the past, submit a memo to the Controller along with other supporting documentation. Supporting documents must have an explanation of facts and circumstances of the delay, and be approved by the University Controller or designee. Repeat offenders may require Vice Presidential approval.

Advance Payments (Prepayments)

Forward prepayment requests to the Asst. Controller (or designee) with ALL supporting documents such as:

- Purchase order (requisition if not final approved)
- Invoice (documentation for payment)
- Agreement (service/speaker/entertainer, etc.)
- Cost justification or benefit to UTSA for early payment
- Completed Request for Check Pickup Form

DTS Welcomes New Staff, Updates Staff Duties

DTS has added new staff members and extends a warm UTSA welcome to:

Sandi Lakeland: Sandi joins UTSA after three years on mom duty. She supports DTS with UTSA’s high-volume vendors. Outside the office, Sandi enjoys family time, trips to Austin and fiction writing.

Elisabeth Cuadros: Elisabeth handles DTS duties while eyeing a May 2011 UTSA Business degree. In her spare time, she pursues a black belt in Mixed Martial Arts, stays active in the gym, and enjoys photography.

Geneva Carroll: Geneva comes to DTS from the UTHSCSA’s Registrar’s Office. She monitors UTSA’s specialty vendor accounts. Geneva enjoys family time at theme parks or hosting family cookouts.

Susanne Davidson: Sue’s Accounting background assists DTS with UTSA’s vendors. She is an avid quilter, has been involved with Boy Scouts of America for 30 years and serves as Asst. Scoutmaster for Boy Scout Troop 194 in Pleasanton, TX. Visit the Staff Duties section on the DTS Website for more information.