



Roadrunner Advisor

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Disbursements & Travel Services Newsletter

News to the UTSA Community

Communicating Disbursements and Travel Services (DTS) business processes and other items of interest that may affect our customers and their interactions with us.

Prompt Payment Act

Texas Government Code Chapter 2251, known as the “prompt payment law” requires that payments for goods and services are made 30 days after any of the following occurs (whichever is latest):

- Goods are received; or
- Services are completed; or
- A correct invoice is received.

UTSA makes payments in accordance with this act and pays interest when a payment is past due, except when:

- There is a bona fide dispute with the vendor (*Coming Soon: a **Vendor Dispute Form** to improve documentation*);
- The invoice is not mailed to the address that appears on a UTSA purchase order;
- Special payment requirements relating to federal grants & contracts or other laws.

Invoices must be mailed to DTS. If a department receives a vendor’s invoice, the department should date stamp the invoice, authorize payment and forward via campus mail to DTS for processing. For more information, see the [State of Texas Payment Processing Information for Vendors](#).

Processing Purchase Order Payments

Disbursements staff perform a ‘three way match’ before remitting payment by comparing the:

- Final approved purchase order
- Vendor’s invoice
- Receiving report

You can assist the timeliness of payments by:

1. Instructing vendors to mail invoices directly to Disbursements and Travel Services.
2. Notifying Central Receiving (CR) when the goods/services have been received, so that a receiving report can be generated. Departments have 3 business days from receipt of goods to notify CR of any discrepancies before the final receiving report can be generated. See www.utsa.edu/pds/crw/procedures.cfm#2 for more information.
3. The Purchase Order creator may email DTS with an authorization to pay or indicate “ok to pay” on the invoice.

By working together we can meet required payment deadlines, avoid unnecessary interest costs and enable our office to be more efficient and maintain positive vendor relationships.



Prompt payment depends on initially receiving adequate supporting documentation.

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Thank You!

To the DTS staff who participated in the newsletter naming contest.
To the *UTSA Athletics Department* for contributing to the prize packages
Congratulations to the grand prize winner Tina Law, and first runner up, Kris Becker.

CBA Conversion Delayed

On April 13, 2010, the Texas Comptroller of Public Accounts announced it will be seeking proposals for the State's corporate credit card programs.

The request for proposal process will begin on May 28, 2010.

As a result, our project plans to convert Central Bill Accounts (CBA's) to Central Liability Individual Bill Accounts (CLIBA's) are on hold until the results of the new state contract are known.

DTS will continue to accept CBA applications for eligible travelers - those traveling more than three times per year. For more information, see the DTS website at www.utsa.edu/travel/TravelCard.htm.

QUESTIONS AND ANSWERS

Q: How do I contact DTS?

A: You may contact DTS via email at disbursements.travel@utsa.edu. For office locations, phone and fax numbers, visit the Disbursements & Travel Services website at www.utsa.edu/travel.

Q: Where can I find Financial Affairs forms?

A: The latest forms can be found via the Financial Affairs website at www.utsa.edu/financialaffairs/Forms/

Q: Where can I find more information about travel or payment items that may affect my department?

A: Another resource is the Financial Area Representatives Meeting website at www.utsa.edu/financialaffairs/far.html, or attending a training class offered by DTS staff. For more information, see the UTSA Training and Development website at www.utsa.edu/hr/training/.

New Travel Advances Guideline and Request Form Effective June 1, 2010

Travel advances are intended to minimize the financial hardship for current employees and students while traveling on official UTSA business.

If eligible, travelers must submit requests using the new Travel Advance Request form to DTS at least 10-business days prior to the travel departure date to assure sufficient processing time.

This form replaces the Local Funds Travel Voucher.

Travelers are encouraged to seek other payment methods, such as using a Central Bill Account (CBA) card or the direct billing service before requesting a travel advance.

For more information, including eligibility, see operational guideline [2.9.2 – Travel Advances](#). To obtain a Travel Advance Request form, see www.utsa.edu/financialaffairs/Forms/.

DTS Departmental Special Announcement



Disbursements and Travel Services said goodbye to Terry Rodriguez on Friday, May 28, 2010.

Terry retired after 10 years of service to UTSA. She started in DTS part-time, but she did such a great job, management asked her to join the team full-time!

She is a native of Uvalde who intends to spend more time with her family, which includes siblings, children, grandchildren and great-grandchildren. She is looking forward to making lasting family memories while traveling. She also wants to work in her yard in the early morning hours and catch-up on her favorite *novellas*.

DTS will truly miss you, Terry!

CALENDAR OF EVENTS

END OF YEAR DEADLINE

DATE: JUNE 30TH

TIME: 5:00PM

DESCRIPTION: DEPARTMENTS MUST SUBMIT ALL MANUAL AND ELECTRONIC VOUCHERS (VP2, VP5, TRAVEL ADVANCES, AND STUDENT TRAVEL) FOR ANY EXPENSES INCURRED FROM SEPT. 2009 – MAY 2010 TO DTS.

ELECTRONIC TRAVEL PROCESS TRAINING CLASS (DE 665)

DATES: JULY 22ND

TIME: 9:00AM TO 12:00PM

LOCATION: HSS 2.02.02

LOCAL FUNDS VOUCHER TRAINING CLASS (DE 658)

DATES: JULY 14TH

TIME: 9:00AM TO 11:00AM

Location: HSS 2.02.02