State Charge Card Program Update

The Procurement and Corporate Travel Charge Card services contract has been awarded to Citibank®.

The contract becomes effective on September 1, 2010 through August 31, 2013, with three one-year renewal options.

All current travel and ProCards must be paid in full on time each month. See the Processing your CBA Payment section of this newsletter for more information on CBA Payments.

We will be advising cardholders and program administrators with additional details about the conversion in the near future. Until then, for more information, visit the State Comptroller’s office website at: www.window.state.tx.us/procurement/prog/charge-card/

Updates to Financial Affairs Forms

- Lodging Rate Increase Request: Used to request a lodging rate that exceeds the GSA per diem rate for domestic or international overnight travel.
- Deposit Transmittal Form: Converted form to PDF.
- Travel Advance Request: Form updated on 7/23/10.

www.utsa.edu/financialaffairs/forms/

All vouchers paid from 26 accounts will require the Office of Sponsored Programs (OSP) approval prior to DTS’s approval.

Processing Your CBA Payment

You can help us expedite your VP2 payment and research requests by entering the following information in each field below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
<td>2q8fxcy and Mail Code 040</td>
</tr>
<tr>
<td>Check Distribution</td>
<td>U (for direct deposit)</td>
</tr>
<tr>
<td>Service Dates</td>
<td>Begin date = One day after the last statement date. End date = The current statement date.</td>
</tr>
<tr>
<td>PO NBR</td>
<td>Last 8-digits of your department CBA account number (no dashes)</td>
</tr>
<tr>
<td>DTN</td>
<td>The statement date being paid in MMDDYY format (no dashes)</td>
</tr>
</tbody>
</table>

CBA cards must be paid in full each month.

You must attach a copy of the JPMorgan Chase® and supporting documentation to the voucher, such as RTA, service agreement or a purchase order to substantiate the charges being paid.

Know the Payroll Document Due Dates

The Monthly and Semi-Monthly employee payroll calendars have been updated for the new academic year. The calendars reflect the paydays and deadlines for each payday for administrative personnel.

Visit the Payroll Services website to download the payroll deadlines to your Microsoft Outlook Calendar (select Calendar: Monthly Payroll or Calendar: Semi-Monthly).
**TSA Secure Flight Ruling**

Secure Flight Passenger Data (SFPD)

SFPD requires air travelers provide their full name, date of birth and gender (as it appears on a non-expired government issued photo ID) when booking reservations for air travel anywhere in the U.S on any airline. Reservations without full SFPD will be rejected by the TSA's Secure Flight rule and will not be processed. To reduce the impact to our valued customers, we strongly recommend that SFPD be provided for any applicable reservation created using any of our state contracted travel agencies.

### Frequently Used Travel Object Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1201</td>
<td>In-state Public Transportation</td>
</tr>
<tr>
<td>1202</td>
<td>In-state Mileage</td>
</tr>
<tr>
<td>1205</td>
<td>In-state Incidental Expenses</td>
</tr>
<tr>
<td>1206</td>
<td>In-state Meals and Lodging</td>
</tr>
<tr>
<td>1209</td>
<td>In-state Parking Fee In-state</td>
</tr>
<tr>
<td>1221</td>
<td>Out-of-state Public Transportation</td>
</tr>
<tr>
<td>1222</td>
<td>Out-of-state Mileage</td>
</tr>
<tr>
<td>1225</td>
<td>Out-of-state Incidental Expenses</td>
</tr>
<tr>
<td>1226</td>
<td>Out-of-state Meals and Lodging</td>
</tr>
<tr>
<td>1229</td>
<td>Out-of-state Parking Fee</td>
</tr>
<tr>
<td>1240</td>
<td>Foreign Travel</td>
</tr>
<tr>
<td>1250</td>
<td>Athletic Team Travel</td>
</tr>
<tr>
<td>1252</td>
<td>Athletic Recruitment Travel</td>
</tr>
<tr>
<td>1260</td>
<td>Non-Employee Travel</td>
</tr>
<tr>
<td>1265</td>
<td>Student Travel</td>
</tr>
<tr>
<td>1270</td>
<td>Prospective Employee Travel</td>
</tr>
<tr>
<td>1275</td>
<td>Registration Fee</td>
</tr>
</tbody>
</table>

### Travel Advance Reminders from DTS

- DTS needs to receive your travel advance request 10 business days prior to departure to assure adequate processing.
- You must settle your travel advance within 30 days of your travel return date by completing the Local Funds Travel Voucher form and including all required documentation (including receipts, if applicable).

For more information, see operational guideline 2.9.2 Travel Advances. www.utsa.edu/financialaffairs/opguidelines/

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**International SOS**

Traveling abroad? If you are **not** arranging your international travel through a U.T system contracted vendor, then you must register with International SOS™ online or by phone prior to your travel departure date – as required by the U.T. System International Travel and Program Requirements (memorandum dated April 22, 2010).

International SOS is a 24-hour medical, emergency and security response organization, and is available to all UTSA faculty and staff at no charge.

Once registered, you may access your profile online: www.internationalsos.com/en/ using your membership number as shown on the front of your membership card. You can print your membership card online or pick it up at the DTS office (JPL 4.03.14H.)

You must also provide notes in the electronic Request for Travel Authorization (VE5) to indicate the traveler’s registration with International SOS.

For more information, including what items might need to be addressed prior to your departure date, visit www.utsa.edu/hr/Training/ and look for a future course date for the new Travel Abroad – Managing Risk and Process training class (SD 421).

### BEF Updates

The Business Expense Form (BEF) and related operational guideline have been revised.

Some of the new guideline changes include:

- Updated Administrative/Business Meeting section. Removed the restriction that specifically disallowed use of university funds to provide refreshments other than beverages, such as water or coffee for routine departmental or intra-divisional staff meetings. Light refreshments may be appropriate for certain meetings but not necessarily on a routine basis.
- Added paragraph (#8) regarding allow ability of reimbursement for sales taxes.
- Clarified the per person limit for light refreshments based on the limit for breakfast and lunch.

For a summary of all of the guideline changes, view the Revision History section.
Establishing a Contractual Relationship
Before Receiving Goods or Services from a Vendor

When securing authorized goods or services under the department’s authority, departments should always establish a contractual relationship with a vendor prior to receiving any goods and services from the vendor.

This contractual relationship can be established through use of a small dollar purchase order, an authorized procurement card transaction, or a formal contract signed by a UTSA authorized signatory and the vendor.

Check out the Purchasing Office’s website for more about Establishing Contractual Relationship on Authorized Department Purchases and a wealth of information at http://utsa.edu/purchasing/handbook.cfm

Contract Templates and Routing Sheets
Can be found at http://www.utsa.edu/avpa/forms.html

Follow Up On Documents Submitted to DTS
Within 10 days and notify DTS at disbursements.travel@utsa.edu with any questions.

Process Change for All In-person Document Deliveries to DTS Office

Beginning in August, the DTS office began requiring that all documents that are hand delivered be recorded on a log sheet, which is located at the front desk.

A DTS staff member and the individual delivering the documents must sign the log to certify receipt.

Departments may create their own log sheet that includes (at a minimum) the following fields:

- Department name
- Document number
- Date and time
- Deliverer name and signature
- Recipient (DTS staff) name and signature

Departments electing to create their own log sheet must still complete the DTS log sheet; however, a DTS staff member will also sign the department log sheet to confirm the delivery.

Contact disbursements.travel@utsa.edu with any questions. DTS appreciates your cooperation!

Did you know?

Establishing a Contractual Relationship Before Receiving Goods or Services from a Vendor

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Congratulation to Lisa Bixenman on her promotion to Accountant II in the Controller’s Office!