

Office of Procurement Services

Rachel Bost, Director

164 Jeanette Phillips Drive

Phone: 915-7448 / Fax: 915-7752

<http://procurement.olemiss.edu/>

EMPLOYEE TRAVEL - Information/Assistance/Questions

- Policies/Forms are all posted on our website: <http://procurement.olemiss.edu/travel/>
- For travelers whose last names begin with A-L, contact Loretta, lsthomas@olemiss.edu, x5590
- For travelers whose last names begin with M-Z, contact Carla, cclay@olemiss.edu, x7043

Travel Authorizations

- A travel authorization, complete with all required information and signatures, must be received and approved by our office **PRIOR** to the first day of the trip if any of these three criteria are true:
 - a fee is required to attend. This is true regardless of what the program is called, i.e., meeting, workshop, conference, banquet, luncheon, etc. **This is true even if the meeting is in Oxford!**
 - the travel is international. Requires the signatures of the Provost and the Chancellor. In addition, a completed "Request for Approval of International Travel" form must be attached to the authorization. Self-generated funds only; no "10" accounts can be used.
 - an advance of funds is requested. Please submit these requests well in advance of the trip to give us sufficient time to process them.

Travel Advances/Reimbursement

- We cannot pay for employee travel directly -> this is a reimbursement system only. However, we can issue travel advances with an approved travel authorization.
- Prior-to-Trip Expenses (i.e., conference registration fee, airline ticket, hotel deposit, etc.) can be advanced at 100% immediately upon request.
- Other estimated expenses (i.e., meals, lodging, taxi, rental car, etc.) can be advanced at 80% ten days before the trip.
- If you receive a travel advance, you must file a travel reimbursement voucher when you return to clear the travel advance. Only two advances should be outstanding at any one time.
- Travel advances not reconciled within a reasonable time will be payroll deducted.
- For Student Group Travel, we can be more flexible, i.e., direct bills, etc. Contact our office for more information.
- One employee cannot pay for another employee's travel expenses.
- Original signatures required! Forms must be approved by traveler's superior, even if the traveler is a department head.

Airline Travel

- If you are booking your own travel and not going through a state contract travel agency, you must have two comparable airfare quotes. You may use airlines or web-based sources for your quotes, but the quotes must be from two different sources (quotes from a contract travel agency cannot be used).
- Business or first-class travel is not reimbursable except under certain circumstances → see policy for details

Meal Reimbursement

- Employees are reimbursed for actual costs of meals not to exceed the daily maximum for the location.
- Even though receipts are not required for employee meals, this is not a per diem!
- Taxable meals are meals expenses that occur during official travel where overnight stay is not required. **Taxable meals will not be reimbursed.**
- Group meals while in travel status should be excluded from the Travel Reimbursement Voucher and submitted on a Request for Payment.
- Meal tips shall not exceed 20% of the pre-tax amount.
- Meals/food purchases for departmental social functions in celebration of an event or a holiday or to promote fellowship among constituents is prohibited.

Private Vehicle Travel

- Current mileage reimbursement rate is \$0.54 per mile.
- If an employee chooses to drive their personal vehicle and expenses, including meals and lodging, exceed the cost of the lowest unrestricted airfare, reimbursement will be limited to the cost of flying.

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Rental Cars

- Allowed when there is a demonstrated cost savings over other modes of transportation and use is not strictly for the traveler's convenience.
- Intermediate size vehicle is normally the largest rental that will be reimbursed.
- Must utilize the state contracts for both in state and out of state rentals.
- Hertz is the primary vendor for out-of-state rentals
- The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contact.

PROCUREMENT CARD (P-Card)

- Recommended method of payment for all purchases less than \$5,000 **except** for travel and payments of professional services
- Always obtain itemized receipts and do not pay MS sales tax
- For more details see attached document, USE OF THE PROCUREMENT CARD
- For questions and assistance, contact Shelley, smorriso@olemiss.edu, x7449, or Rachel, rbost@olemiss.edu, x7044

PURCHASING

- W-9 required to set-up a new vendor
- Two written, signed quotes for purchases between \$5,000 and \$50,000
- Sealed bids required for purchases greater than \$50,000
- Only exceptions are state contracts and express products list
- IHL Board approval is required for all contracts that require a total expenditure of \$250,000 or more
- Questions about requisitions, purchase orders, and purchasing in general? Contact Belinda, bredmond@olemiss.edu, x7433, or Jeannine, jmwalter@olemiss.edu, x5596
- Questions about bidding requirements, sole source purchases, requests for proposals, IHL board approvals, leases, prepayments, contracts, etc.? Contact Katherine, kajones4@olemiss.edu, x7450

ACCOUNTS PAYABLE

- Please familiarize yourself with all Spending Policies (which are available on our website): Food Purchases, Reimbursement of Out-of-Pocket Expenses, Inappropriate Use of Funds, Allowable Entertainment, etc.
- Must have original itemized invoices/receipts – no faxed copies, no statements, no packing slips
- Must have original signatures on requests for payment – no stamped signatures, no initialed signatures, no forgeries!
- All prepayments/deposits must be approved by IHL Commissioner/Board
- For questions concerning reimbursements and requests for payment, contact Dion, ldsanfor@olemiss.edu, x7337
- For questions concerning purchase order invoices, contact Diana, dmmobley@olemiss.edu, x7060
- For questions concerning payments to consultants/independent contractors/Forms 13s, contact Rachel, rbost@olemiss.edu, x7044, or Diana, dmmobley@olemiss.edu, x7060

PROPERTY CONTROL/CENTRAL RECEIVING

- All equipment/furniture items purchased with University funds (regardless of funding source) valued at \$1,000 or more (\$250 or more for computer-related items) plus exceptions items (property regardless of value) will be tagged as University property and will be treated as such
- Equipment items purchased on P-Card MUST be brought to Central Receiving to be tagged
- Please complete and return the yellow asset tracking forms that accompany equipment deliveries
- Appropriate forms must be completed for all equipment transfers, loans (valid for one year only), and disposals:
<http://procurement.olemiss.edu/purchasing/form-bank/>
- University employees or departments may not dispose of University property even if it is not tagged; all surplus property must be removed by Property Control
- Visit our Surplus Property Warehouse 8am-4pm M-F to find equipment/furniture for your departmental needs

CAMPUS MAIL

- All incoming mail should be addressed to you, your department name, your building, P.O. Box 1848, University, MS 38677. It is very important that the "P.O. Box 1848" be included and that it be right above the city/state line.

USE OF THE PROCUREMENT CARD

The following are the minimum conditions/instructions/limitations required for all transactions utilizing The University of Mississippi Small Purchase Procurement Card:

1. No procurement card transactions may exceed \$5,000.00.
2. State contract items shall not be purchased using the procurement card unless the contract vendor is being used. A list of mandatory state contracts can be found at <http://www.dfa.state.ms.us/Purchasing/StateContracts.html>.
3. No personal use of the procurement cards will be authorized or allowed. Based on apparel guidelines set forth by the Internal Revenue Service (IRS) clothing items (monogrammed polos, khakis, shoes, etc) are not to be purchased using any university funds, unless:
 - A. The employee must wear the clothes as a condition of employment.
 - B. The clothes are not suitable for everyday wear.
 - C. The University retains the clothing after termination of employment.
4. No ATM cash withdrawals will be allowed on the procurement card.
5. Only in-stock, immediate deliver items may be purchased. NO BACK ORDERS. Verify phone orders are in stock and ready for immediate shipment.
6. Orders must be invoiced ONLY at or after the date of shipment. An example recordkeeping log is provided for your convenience.
7. Procurement card purchases are exempt from Mississippi state and local taxes.
8. All purchases are to be made within the limits set and available budget authority.
9. All equipment purchased must be either shipped or brought, along with the invoice, to Central Receiving so that property barcodes can be placed on the equipment items. Then the barcode number must be written on the VISA document and the purchase must be coded with the correct g/l code when posting the VISA document. Failure to include the barcode number will render your document incomplete and subject to suspension. A list of exception items is provided.
10. The procurement card shall not be used for travel and travel related expenses, but may be used for allowable food purchases if a detailed itemized receipt, list of persons attending, and the purpose of the meal are provided. **Alcoholic beverages are not an allowable expense.** The tip shall not exceed 20% (unless mandated by the restaurant) of the pre-tax amount. The average cost per person

should not exceed \$30.00. If the average cost per person exceeds \$30.00, the VISA document must be approved by the Provost or appropriate vice chancellor

11. No fuel for vehicles.
12. The procurement card shall not be used for the payment of personal/professional services of a consultant/contractor/individual as these must be processed on an electronic Form 13.
13. The cardholder should obtain itemized transaction receipts from the merchant for each use of the card.
14. The cardholder should ensure that the prices paid are fair and reasonable.
15. All items purchased are required to be for bona fide University purposes.
16. The cardholder should ensure that surcharges (processing fees) are not charged on the procurement card. During the 2013 Legislative Session an amendment to MS code 31-7-9 was passed which states that a vendor shall not impose a surcharge on a buyer who uses a state-issued credit card, procurement card, travel card, or fuel card.

What does this mean for the procurement card users? Simply stated it means, that a vendor cannot charge a surcharge when you are making a purchase with the procurement card. You will need to inform the vendor of this new amendment if they impose the surcharge. If a vendor is not willing to comply, please inform them they are breaking Mississippi state law and if they insist on imposing a surcharge, please use another vendor.