



Business Manager Update

Wednesday, December 11th, 2013, 11:00 AM-12:00 PM, CHHS 145

AGENDA

1. Welcome
2. Security Awareness Training
3. 49er Mart Update
4. NC-4 Tax Form Reminder
5. ImageNow Overview
6. Financial Services Website Updates
7. Coming in 2014
8. Questions

Recently Updated Financial Services Resources

Financial Services Resources updated:

- **Admin Forum Schedule**, through March 2014
<http://finance.uncc.edu/about-us/administrative-forum/admin-forum-schedule/admin-forum-schedule>
- **49er Mart is getting a new look!**
49er Mart is getting a new look called Phoenix. The UI (User Interface) is getting a makeover and all of the menus that you are accustomed to seeing are moving. Please click [here](#) to see all the changes.
- **49er Mart Users Forum Schedule**, through February 2014
<http://finance.uncc.edu/financial-systems-support/49er-mart-forum/49er-mart-forum>
- **Financial Services website – Resources**
Added guidance for After-the-fact Forms and Mobile Communication Device App purchases

Other updates:

- **New Receipt Upload Functionality for P-card holders:** Bank of America Works released a new enhancement providing the ability to upload accountholder receipts. The Works system will store receipts until the TXN appears in Works. When completing signoff for the TXN the accountholder or reconciler has the ability to attach a stored receipt or upload a new receipt to the appropriate TXN. The “Purchasing Card Procedures: Purchase to Reconciliation Packet” document has been revised to reflect the instructions for this process. Please feel free to contact the Purchasing Card Administrator with any questions.

Reminders:

- Payments to individuals in 49er Mart should be on a General Services form
- New NC-4 / NC-4 EZ Tax Forms should be submitted to Payroll by 12/20/2013

Under development:

- Policy 101.18, Gifts, Awards and Prizes
- Updates to Policy 601.8, Appropriate Use of University Funds
- Updates to Policy 317, Mobile Communication Devices

We received a Travel or DPR form in which the supporting documentation provided for that reimbursement included a page which contained the Primary Account Number* (PAN) for a credit/debit card. Please be advised that **documents that contain the full PAN** are not to be submitted for processing; and they **will no longer be accepted**. Electronically redacted statements that show only the last 4 digits of the PAN will be accepted.

The Payment Card Industry Data Security Standards (PCI DSS) prohibit the storage of unencrypted PANs. The Accounts Payable and Travel & Complex Payment offices now utilize an electronic Imaging system. All supporting payment documents are scanned into the imaging system as part of the reimbursement process; it electronically stores them. Documents containing the full PAN or other confidential information (as defined by University Policy 311) may not be stored and will not be scanned into the imaging system. They are no longer considered as acceptable back up documentation. The only acceptable form of credit card statement we can accept for supporting documentation is an electronically redacted statement (meaning one printed that only shows the last 4 digits).

Any page containing the PAN has been destroyed (cross-cut shredded) per PCI DSS and University policy.

- We have no means to return this receipt/statement to you; it has been destroyed.
- Our staff may request additional documentation to support your reimbursement since the page containing the PAN was removed and destroyed.
- Please review any files you have on this reimbursement and ensure any electronic document (scanned copy) you might have does not contain this page with the PAN.
 - If you do have an electronic copy with the full credit card number please contact ITS in order to have that document properly removed from your files and from the University servers in order to protect this information.
- Please remove and destroy by cross cut shredding any hard copy you have of the page with the PAN.

Please remember:

- Use the print option provided within the bank or credit card company web portal to properly redact /remove all numbers in the PAN except the last 4 digits
 - Do not use the print option on the web browser. If you select the "Print page" option to print the page from the web, the full PAN will be printed.
- Full PANs that have been marked out with a marker are not acceptable; current scanners are able to pick up the numbers that have been marked out.
- Documents printed with a full credit card number, marked out, copied and then submitted will not be accepted either as most copiers on campus are actually scanners and the data scanned is retained in the copiers and could be accessed later. Please do not copy full PANs.
- Hotel credit card authorization forms used to secure rooms using University P-cards should not be retained in the files. That form should be secured just like your p-card and destroyed by cross cut shredder once the transaction is posted. Please do not submit p-card authorization forms with your reimbursement package.
- If you receive an actual receipt from a vendor in which your credit card number shows the full PAN instead of only the last 4 digits, for your security please cut out the PAN (except the last 4 digits), destroy the number by cross cut shredding and submit the receipt taped to a receipt page.
- Please do not submit credit card statements that have been mailed to you unless you have cut out and destroyed the number except for the last 4 digits, the scan mailing bar code, and any other number range that might contain the full PAN*.

If you have any questions on this policy regarding credit card numbers please feel free to contact me. If you have any questions on PCI compliance you can contact Becky Smith at rebesmit@uncc.edu or eCommerce@uncc.edu.

Thank you. Your assistance in securing confidential information is appreciated.

Julie

* The Primary Account Number (PAN) is the unique payment card number (typically for credit or debit cards) that identifies the issuer and the particular cardholder account. That is a 16 digit number for Visa and MasterCard cards and a 15 digit number for American Express cards.

Know before you go! General Guide for Travelers

A signed and approved Travel Authorization (TA) is required to be in place prior to travel:

Travel Authorization: must be filled out for your trip, for travel over 35 miles (from home or duty station) with an overnight stay or when seeking reimbursement for expenses other than mileage and parking.

- ❖ Regardless of fund source, signed travel authorization is required to approve:
 - Overnight stay
 - Excess Lodging
 - Non-hotel lodging
 - Use of Federal Per Diem abroad
 - Business class fare for foreign travel
 - Use of rental vehicles

Individual Authorizations per traveler unless group travel – if group travel contact the travel office prior to travel for assistance on completing forms and how to process payment

Allowable travel days: outside of the substantiated business purpose of the travel: 1 day prior and one day after within US, or 2 days prior and after for foreign travel. All other days are considered personal.

Combining business and personal travel: must be able to show additional personal days will not cost the University any additional expense. Required cost comparison for airfare, printed document from travel agent or online travel site obtained on the same date as purchased ticket. Comparison must be printed and submitted with travel package to support proper reimbursement.

Foreign Travel: required to notify **Export Controls Office**, date required on TA form.

Departure date = date left UNCC area or home, return date = date physically back in the area

Prepayment of travel expenses:

P-card – all prepayments should be made by department **p-card**, if you don't have one, get one!

- ❖ See Resources tab on travel page, prepayments will soon be eliminated unless paid by **p-card** or reimbursable expense **after** travel
- ❖ Prepays: only allowed by exception if cannot accept p-card. Must provide support for payment and address .
- ❖ Direct Bill codes: only allowed if cannot accept p-card, request using current Authorization form
- ❖ Travel Advances: Loan from the State, **only available when necessary**. Need 2 weeks notice to request an Advance. The advance is issued 5 business days prior to departure date. Required to submit completed Travel Reimbursement within 30 days or June 30th whichever is first.

What to keep in mind while traveling:

- ❖ Payments on behalf of others: Employees are **not permitted** to make travel related payments on behalf of guests, students or other employees. Separate TA is required for each traveler. Exceptions:
 - Payment by department p-card
 - Student group travel, per guidance received from travel office
 - Sharing room, one person pays, same person reimbursed
- ❖ Parking Charlotte Douglas: Airport: Max amount reimbursable business valet \$10 per day
- ❖ Receipts: bring back original, itemized, paid receipts for every expense claiming except subsistence meals.
- ❖ Hotel: The express checkout is not a paid invoice, if you provide the express checkout invoice, you will need to contact the hotel to request a \$0 balance receipt. If the hotel was prepaid, you still **must bring back** an itemized paid bill indicating you actually stayed. If you went thru a service like Travelocity, Orbitz, Hotels.com, etc...: they may not want to give you a receipt, but you must ask anyway. If unable to get one make note of that on hotel receipt.
- ❖ Registration: must bring back an **agenda** from the conference. Meals provided at conference, cannot provide subsistence
- ❖ Tips: receipts are not required, need to provide notes to support the tips given. Allowable tip amounts per State Budget Manual
 - \$1-\$2 for baggage handling
 - \$1-\$2 per night for hotel (except first night)
 - \$1-\$2 for valet parking
 - Tips in excess should have justification

Know before you go! General Guide for Travelers

Travel Reimbursement (TR) Request Form:

When a Travel Authorization is completed for your trip, you must complete a Travel Reimbursement Request Form upon return to close out the trip, even if the net amount due is Zero.

Travel Reimbursement forms are due within 30 days of your trip return date. Travel not submitted within 90 days taxable and processed through Payroll.

- ❖ Departure time and return time: the time left or returned from departure location (home/duty station)
- ❖ Personal days: should be annotated as such on form
- ❖ Turn in all receipts and trip info to your dept admin. Your admin will help you fill out a Travel Reimbursement request.
- ❖ Travel Advance refund: must be paid when you turn in your Travel Reimbursement form (within 30 days) must be deposited back to travel advance account 660265-G13910.
- ❖ Receipts should be taped to receipts page
 - Receipts paid in foreign currency must have a conversion submitted for that expense for the same date of the purchase (oanda.com, see our step by step guide on the travel page)
 - Meal receipts not required for meals being reimbursed by subsistence
 - Subsistence can be given for breakfast even if continental breakfast was provided. (allowed full breakfast)
 - We can only reimburse the person who actually paid the bill.
- ❖ P-card receipts, original submitted with p-card package, copy with TR packet with TXN noted on receipt
- ❖ Missing receipt affidavit: for lost receipts \$25 or more. Has steps required to do before signing form, travel office will be more stringent on this policy, can only be substantiated with electronically redacted statements, and must be signed by supervisor
 - Cannot accept any document with a full credit card number or a marked out credit card number must be electronically redacted or cut out by the traveler (and destroyed) before being taped to receipt page
- ❖ Subsistence rates: depend on departure/return times and travel location
 - Breakfast allowed when departing prior to 6 am
 - Lunch allowed when departing prior to 12 pm or returning after 2 pm
 - Dinner allowed when departing prior to 5 pm or returning after 8 pm

	In State	Out of State/Country
Breakfast	\$8.20	\$8.20
Lunch	\$10.70	\$10.70
Dinner	\$18.40	\$20.90
Lodging	\$65.90	\$77.90

- ❖ Additional meal expenses: can only be reimbursed with valid business purpose (must have non-UNCC attendee) must be supported with a completed Food Form
- ❖ Only the Traveler can sign the form, no substitutes (see perjury clause by your name)

Mileage and Parking Request Form:

- ❖ Used when no overnight stay, no other travel expenses incurred
- ❖ Substantiate expense with attached Mapquest or other similar documentation indicating mileage
- ❖ Attach parking receipts – if no receipt follow missing receipt guidance
- ❖ Should be submitted within 30 days