Finance & Administration Contacts

# Accounts Payable

Cindy Westphal – 394-1209

(Dawn Miller – 394-1216; secondary contact)

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# Travel

David Mettler – 394-5153

(Dawn Miller – 394-1216; secondary contact)

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# Petty Cash

Cashier’s Office – 394-2372

Emily Milek – 394-6601

Emily Milek

# Purchasing/Print Shop

Brenda Den Otter – 394-2512

(Barb Mustard – 394-2228; secondary contact)

# SOAP

Dawn Miller – 394-1216 – lookup balances

Cheryl Dillon (Student Activities) – 394-2336 – POs with SOAP accounts

# Account Access

Deb Radomski – 394-2646

**Executive Summary**

The intent of this document is to present information regarding purchasing, reimbursements, and travel in a user friendly way in order to benefit the students of the school. The need for such a document became clear this year when the Finance Committee started to delve into the intricacies of the State and School’s financial system. State regulations make it difficult for students to understand how to efficiently and effectively use their SOAP funds. The information in this document should help to clarify the basic questions regarding coordination between the Business Office and the Students. This document is meant to evolve and grow over time to provide clear and concise information. By no means will this document be able to answer every question regarding student organization financing, but should be used as a starting block for more refined questions.

The information included in the tables and figures is subject to change every year as the State and Federal government make decisions on reimbursement rates for travel and per diem. The regulations indicated in this document are the State’s and the Student Association Senate is not a part of the decision making process for how those funds can be used. We hope that you find this a useful tool in navigating your student organization’s finances. As always the Finance Committee stands ready to answer any questions regarding the Student Association’s finances.

**Purchasing**

**Purchase Orders**

A purchase order is a request form that student organizations can make when you need to purchase anything.

This is the best way to make a purchase, as this puts a hold on the money needed for the purchase.

Cheryl Dillon can help place Purchase orders for Student Association and student organizations.

Also, see Purchasing Policies on page 3

**Direct Bills**

Direct bills are used for reimbursements and invoices, or for places that do not accept Purchase orders.  

* **Invoice –** Write account number on the bill, sign, have the advisor sign and submit to purchasing for payment.
* **Reimbursement  -** Fill out a “check request” form  (<http://www.sdsmt.edu/Campus-Services/Business-Services/Purchasing/Forms/>)
  + Need  original itemized receipts (copied are not accepted)
    - Note *when ordering online*.
      * We need the final receipt when the item has been shipped and they have charged your credit card.
      * Do not send just the order confirmation – include the packing slip or credit card statement that shows the item has been paid for and you have received the item.
  + Be sure to SIGN the form
  + Have advisor SIGN the form
  + Return to Purchasing for Payment
  + If purchasing Food or shirts, a list of names of the recipients must be attached
    - See per Diem rates for food

**Per Diem rates for food**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal Allowance** | **In-State** | **Out of State** | **Out of Country** |
| **Breakfast** | $  5.00 | $  8.00 | $  7.00 |
| **Lunch** | $  9.00 | $11.00 | $18.00 |
| **Dinner** | $12.00 | $17.00 | $25.00 |
| **Totals** | **$26.00** | **$36.00** | **$50.00** |

* Tips are not an allowable expense.
* Employees are not allowed reimbursement for meals at their home station.

Per diem rates are based on these times:

|  |  |  |
| --- | --- | --- |
|  | **Leave Before** | **Return After** |
| **Breakfast** | 5:31 AM | 7:59 AM |
| **Lunch** | 11:31 AM | 12:59 PM |
| **Dinner** | 5:31 PM | 7:59 PM |

**Travel**

This reference guide incorporates South Dakota Codified Laws, Administrative Rules of South Dakota, State Auditor policy, BOR policy and University policies concerning travel. It is intended as a resource to answer questions of the traveler and those responsible for preparation of travel vouchers.

**Meal Reimbursement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal Allowance** | **In-State** | **Out of State** | **Out of Country** |
| **Breakfast** | $  5.00 | $  8.00 | $  7.00 |
| **Lunch** | $  9.00 | $11.00 | $18.00 |
| **Dinner** | $12.00 | $17.00 | $25.00 |
| **Totals** | **$26.00** | **$36.00** | **$50.00** |

·         Tips are not an allowable expense.

**Per diem rates are based on these times:**

|  |  |  |
| --- | --- | --- |
|  | **You must leave before** | **You must return after** |
| **Breakfast** | 5:31 AM | 7:59 AM |
| **Lunch** | 11:31 AM | 12:59 PM |
| **Dinner** | 5:31 PM | 7:59 PM |

Ex. You MUST leave before 5:31am AND return after 7:59am to be reimbursed for breakfast.

|  |  |
| --- | --- |
| **Lodging** | **Maximum amount Reimbursed** |
| In-state | $50.00 + tax only |
| Out of State/Out of Country | $150.00 + tax only  An additional $100 above the $150.00 can be approved by Barb Mustard prior to the trip |

Keep all receipts (see Receipt requirements below).

**Request for Out of State Travel**

Prior to your trip out of state or out of country a “Request for Out-of-State Travel” must be filled out and approved. If you have any significant changes, a revised form needs to be done.

(Examples of changes: dollar amount is more than expected, funding or date changes, etc.)

**Request for Out-of-State Travel:**[**http://business.sdsmt.edu/docs/41193.doc**](http://business.sdsmt.edu/docs/41193.doc)

**Travel Payment Detail**

Submit your travel payment detail with all original receipts within *30 days after you return from your trip if you obtained an advance*; otherwise your travel payment detail is due within 90 days after your return.

**In-StateTravel Payment Detail:**[**http://business.sdsmt.edu/docs/84810.xls**](http://business.sdsmt.edu/docs/84810.xls)

**Out-of-State Travel Payment Detail:**[**http://business.sdsmt.edu/docs/84526.xls**](http://business.sdsmt.edu/docs/84526.xls)

**Out-of-Country Travel Payment Detail:**[**http://business.sdsmt.edu/docs/94592.xls**](http://business.sdsmt.edu/docs/94592.xls)

**Receipts Required:**

**Airline Ticket**

Attach to your travel voucher everything you have left of your airline ticket. Original passenger receipt is required. If airfare was purchased through a purchase order, indicate the PO number and dollar amount on voucher.

**Lodging**

Hotel or motel receipt shall be the original receipt or a receipt which the hotel regularly gives to its customers. Such receipts shall indicate that they are paid. When the receipts are not of regular folio type, such receipt shall carry the signature of the hotel/motel owner or clerk. Lodging must have the name of the individual and the date(s) of lodging. One employee cannot claim expenses incurred by another. Safe charges are not an allowable expense.

**Registration**

Attach receipt along with a program or copy of an agenda or letter of invitation stating the dates of meeting along with time and place. The cost of meals or lodging which is included in the registration fee shall be deducted from the registration fee and included as per diem. However, one banquet fee per registration fee will be allowable in lieu of per diem reimbursement for that meal.

**Incidentals**

* **Airport Parking:** If parking charge is over $1.00 a receipt is required.
* **Public Transportation:** i.e., Taxi/limo/bus/train; if the charge is over $5.00 a receipt is required. (tips are not an allowable expense)
  + Travel regulations do not allow claim for taxi fares of $5.00 or less where no expense was incurred.
* **Internet Service and phone charges:** are allowable expenses if used for business purposes. (must indicate this on voucher)

**METHODS OF TRANSPORTATION**

**Privately owned vehicle**

* When driving personal vehicles may be reimbursed at a rate of $0.37 per mile when the traveler shows proof that no state vehicle was available.
* To claim the higher rate **you must check the Journey** **System** and print out proof no vehicle was available. Calling the facilities on campus does not check the other locations.
* If you choose to drive your own personal vehicle, the lower mileage rate of $0.20 per mile will be used.
* Allowable car mileage is determined using actual odometer readings (record beginning and ending on travel payment detail) or the Rand McNally website “shortest distance” option (print search results and attach to travel payment detail).

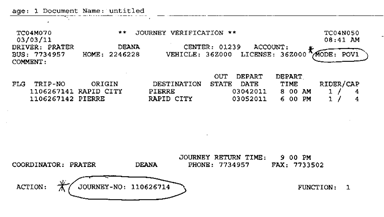
**State Vehicles**

* When checking for a fleet vehicle make sure you check all three sites in Rapid City:
  + SDSM&T, Physical Plant, 394-2251
  + Social Services, 510 N. Campbell, 394-2224
  + SDSU West River Ag Center, 1905 Plaza Blvd, 394-2236
* **Note:** Please note the times they are open, as you may have to pick up the vehicle the night before if you are leaving prior that facility’s opening time.

**Journey System** (You must be authorized and have a password to use this site.)

[**https://csg.sd.gov/Citrix/XenApp/auth/login.aspx**](https://csg.sd.gov/Citrix/XenApp/auth/login.aspx)

Continue through all Journey screens until you receive the following approval for personal vehicle. Attach this document to your voucher when claiming the higher mileage rate.



**Auto Rental**

Automobile rental can be justified only where no other adequate, economical method of transportation (such as taxi, bus, limousine, or private car) is available. An individual can make a number of taxicab trips in a day’s time before exceeding the cost of one day’s automobile rental. Payment for automobile rentals will not be authorized where a more economical and practical method of transportation is available. Personal convenience cannot be considered as sufficient justification.

If you meet the above qualifications you must provide the following for reimbursement:

* Written justification
* Why the rental was necessary and why taxis or public transportation could not be used.
* Estimated cost of public transportation compared to rental
* Explanation of the distances
* Purpose of the trips
* Number of travelers when applicable.

\*\*Car insurance such as collision, liability, and personal are not allowable expenses.\*\*

**Additional Forms**

**Cash Travel Advance:** [**http://business.sdsmt.edu/docs/41301.pdf**](http://business.sdsmt.edu/docs/41301.pdf)

**Request for Prepayment of Registration Fee:**[**http://business.sdsmt.edu/docs/41197.pdf**](http://business.sdsmt.edu/docs/41197.pdf)

**Travel Checklist:** [**http://business.sdsmt.edu/docs/41230.pdf**](http://business.sdsmt.edu/docs/41230.pdf)

**Travel Regulations:**

[**http://www.hpcnet.org/upload/attachments/425675\_20080317192838.doc**](http://www.hpcnet.org/upload/attachments/425675_20080317192838.doc)

[**South Dakota Hotels Offering State Rates**](http://www.state.sd.us/boa/StateRates.htm)**:**[**http://www.state.sd.us/boa/StateRates.htm**](http://www.state.sd.us/boa/StateRates.htm)

**Group Travel Forms**

**Student Activity Travel Advance:** [**http://business.sdsmt.edu/docs/41223.doc**](http://business.sdsmt.edu/docs/41223.doc)

**Athletic Travel Advance:**[**http://business.sdsmt.edu/docs/41312.pdf**](http://business.sdsmt.edu/docs/41312.pdf)

**Reimbursement**

**Petty Cash**

Bring receipts to the cashier’s office for payment in the Surbeck Center

* Max amount reimbursed is $50.00 per receipt.
  + Any receipts that are larger need to be sent to purchasing for payment
  + Find the Petty Cash form at this link. (<http://www.sdsmt.edu/Campus-Services/Business-Services/Purchasing/Forms/>)
* Items that cannot be submitted through Petty Cash:
  + Travel
  + Food- (snack items, such as a bag of chips for a meeting, are available as part of petty cash. Food, meals, pizza, etc. are not accepted as part of petty cash, however.)
  + Clothing
  + Computer hardware/software