

## Accounting Fast Facts

The Accounting Office (Administration Building, Room 119, 402-872-2361) often gets questions about travel reimbursements and payables. Following are some helpful tips that can simplify the process as well as answers to commonly asked questions. Please feel free to contact Kaylee Kreifels at 2316 or [kkreifels@peru.edu](mailto:kkreifels@peru.edu), Jen Debuhr at 2362 or [jdebuhr@peru.edu](mailto:jdebuhr@peru.edu) or Deb Pugh at 2361 or [dpugh@peru.edu](mailto:dpugh@peru.edu) with questions about billing/payables and travel. We hope you find the information useful!

### Travel Reimbursements

1. Begin by completing a travel request via Firefly and get the necessary approvals before booking travel.
2. When submitting documentation for P Cards/T Cards or Direct Bill for processing, please include the approved trip ID/number from Firefly. If the item is for one or more employees, please include an approved trip number for each employee.
3. When submitting meal expenses for students, please include their names.
4. Be sure to update start and stop times on the online travel reimbursement form.
5. Policy sets the maximum reimbursement for tips/gratuities at 20 percent, excluding tax.
  - a. You can choose to leave a larger tip, but be aware that you will only be reimbursed up to 20 percent.
  - b. Often when a large group (usually 8+) is served in restaurants the gratuity is included on the bill. Be sure to double check or ask the server.
6. Alcoholic beverages cannot be reimbursed. Please remove the cost of alcoholic beverages and related tax and tip when submitting invoices for reimbursement. You can request that the server bill alcohol separately.

Visit <http://www.peru.edu/forms/docs/travel.pdf> or [http://www.peru.edu/hr/docs/employee\\_handbook.pdf](http://www.peru.edu/hr/docs/employee_handbook.pdf) for more detailed information on travel reimbursements.

### Billing/Payables

1. Peru State is exempt from sales tax. Prior to completing an online or in-store purchase, ensure that sales tax has not been charged.
  - a. Many retailers already have the college flagged as tax exempt, so be sure to ask the cashier.
  - b. A copy of our Nebraska Form 13 is available at <http://www.peru.edu/forms/docs/sales-tax-exempt-certificate.pdf> and should be provided to vendors.
  - c. If sales tax is erroneously charged and the vendor refuses to adjust the payment, the employee will be personally responsible for covering the sales tax.
  - d. If you are unable to add tax-exempt status to an online order try calling in the order instead.
2. Be sure to include the purpose of the expenditure and documentation of all invoices when submitting for payment. Simply answer the five W's: Who, What, When, Where and Why.
3. Please submit invoices in a timely manner, as state law requires payment within 45 calendar days. State Purchasing Card invoices should be submitted within 2-3 day of purchase or return from travel. See the Prompt Payment Act RRS81-2401 through 81-2408 for additional details.
4. Expenses must be matched with the period that the good or service was provided. Invoices cannot be held until a new fiscal year.
5. Provide W-9s and contract numbers on invoices where required.
6. Use the correct G/L codes when purchasing multiple items with different codes. Examples - 45 Peru State jackets were purchased for a total of \$450. 35 jackets were for students and 10 were for employees. Here's what the GL coding should look like:
  - Student - \$350 - 531695 - Ed Rec Supplies
  - Employees - \$100 - 531200 - Household & Institutional Supplies
7. P-card & T-card holders must sign all invoices used to purchase items from their card. On the top right corner of the invoice, indicate if the item was purchased with a State Purchasing Card.
8. On multiple paged invoices, please sign and place the cost object code on the front page.
9. Attach small invoices to a half sheet of paper to avoid it being inadvertently misplaced.
10. Gift certificates, money vouchers, gift card and any other cash or cash equivalents' are not prohibited expenditures.