



# FINANCIAL FACTS

January 2020



# In This Month's Issue ...

- *Annual Budget Process Begins*
- *Using Web Forms*
- *Points to Remember for Travel Expenditures and Decrease in Milage Rate*



# Annual Budget Process Begins

On December 13, the Foundation kicked off the annual budget process with bananas foster flambé a la 'Dessert Point' (Centerpointe) used to prepare a room full of people for the 2019-20 forecast and 2020-21 proposed operating and capital budgets. The meeting was well attended by those involved with the budget process - all who, by the way, enjoyed their bananas foster treats.

The annual budget packages were not distributed to project directors due to password security, so please pick up your annual budget packages from the Foundation Executive Assistant, Jenny Dennis. This allows for the prior year budgets to be downloaded from the web, updated and then uploaded to the web by the end of January, as well as enables Foundation management to sit down and review the numbers with the project directors in February/March. Once reviewed and compiled, the budgets will be presented to the Finance/Investment Committee in April and to the Board of Directors in May for approval. There are a number of assumptions that were also reviewed and included in the budget package that should be considered in developing a project's current year forecast, proposed operating and capital budgets for the next year. We appreciate everyone's involvement at the meeting and we are looking forward to a successful budgeting process.

If you have any questions regarding the budgeting process, please contact David Pronovost at ext. 2948 or at [dfprenovost@cpp.edu](mailto:dfprenovost@cpp.edu).



# Using Web Forms

CentralSquare has six web forms available for use on the Campus Workspace interface which can be utilized for both Foundation and Philanthropic Foundation accounts:

1. Payment Request APOHCSPR
2. Reimbursement Request APOHCSRR
3. Interdepartmental Transfer GLJECSDT
4. EFT Bank Information PEUPCSEB
5. PO Request POUPCSPR
6. AR Invoice Request ARBTCSUB

## Benefits of Using Web Forms

### *Efficiency*

- Elimination of paper
- Streamlines processing – saving time and cost

### *Accountability*

- Structured, controlled and managed by a task list
- Trackable service levels with increased efficiency provided by workflow processes

### *Control*

- Document upload and online visibility
- Task assignment and escalation visibility
- Email notification

If you are interested in using web forms, please contact Debbie Chavez at [debrachavez@cpp.edu](mailto:debrachavez@cpp.edu) to set up a one on one training session.



## Points to Remember for Travel Expenditures and Decrease in Milage Rate

All faculty and staff must use Concur to request approval and reimbursement for all travel-related expenditures for grant and contract accounts. Students will continue to use the Travel Authorization and Expense Report, Form Number FS02101F, for all travel-related expenditures. A traveler is eligible to claim all the appropriate travel expenses for each day of travel if your duties require you to be away from the general area of your home for a period substantially longer than an ordinary day's work. As a result, per diem meals can only be claimed when there is an overnight stay.

Some important points to remember when requesting travel reimbursement include the following:

Reimbursement of expenditures must be based on actual expenses with itemized receipts, with the exception of meal per diem.

Meal per diem and incidentals can only be claimed if there is an overnight hotel stay. The domestic per diem daily meal allowance and incidental is \$62.00 and is broken down as follows:

Breakfast	\$11.00
Lunch	17.00
Dinner	27.00
Incidental	7.00

The breakdown of the per diem daily meal allowance is only provided if you should need to deduct a meal from your daily travel expenses, which is provided at the conference and included in the registration fee or you dine with someone else and they pay for your meal. If this is the case, please deduct that particular meal from your per diem daily meal allowance. Otherwise, if there was an overnight stay, the full \$62.00 can be claimed for each day of travel.

When a registration or other fee for a convention, conference or workshop includes meals, claims for meal expenses cannot be reimbursed.

In the event the employee must forgo the provided conference meal, please provide sufficient explanation/documentation (i.e., for health reasons) with a detailed itemized receipt for the meal that is purchased in place of the provided meal. The purchased meal will be reimbursed up to the per diem daily meal allowance above.

If there are agency/contract compliance limitations to the amount of per diem allowed to be claimed, the contract limitations will prevail.



Effective January 1, 2020, mileage will be reimbursed on actual miles driven at a rate of 57.5 cents per mile. Mileage claimed will be reviewed for reasonableness based on the departure and destination indicated.

First-class airfares are not allowed.

All items of expense must be appropriately accounted for and accompanied by receipts. Items claimed which do not have itemized receipts will not be reimbursed.

If travel expenditures are paid via a Foundation issued P-card (credit card), all travel transactions are considered advances and must be classified as object code 1120. A Travel expense claim must be submitted to clear all travel advances. All P-card transactions must be detailed on the Travel expense claim.

Whether a travel advance was issued or charges are made to the credit card, the travel expense claim is required to be submitted to Foundation Financial Services within sixty (60) days after return, whether or not any balance of monies is due the traveler or the Foundation. If your grant project expires in less than 60 days, we need the form as soon as possible to ensure it can be paid from your account.

Items of expense must be accounted for on a daily basis on the travel expense claim.

When traveling internationally on a Federal grant program, you must fly a US Flag Carrier to the further point. If a US Flag Carrier is not available to the ultimate destination, a memo from the travel agency must accompany the travel expense claim for the airline tickets certifying that there are no US Flag Carriers that fly into that destination.

A detailed explanation of the purpose of the trip must be provided. If a conference was attended, we must have the conference agenda submitted.

All Travel expense claims must be signed off by all parties being paid on the claim. For example, if a number of student's hotel rooms are being paid by one Faculty member, all of the students must sign a statement stating that they participated in the travel activities being reimbursed back to the person receiving reimbursement. This signed statement should be attached to the Travel expense claim prior to submission to Foundation.

All travel involving a Cal Poly Pomona student that will be reimbursed from a Foundation account, the Student Release of Liability Form must be completed, signed and dated by the student, and attached to all Travel Authorization Forms submitted for reimbursement.

This form, number FS06105F, can be found on the Foundation's website at:  
<http://www.foundation.cpp.edu/financial/forms.aspx>



