

## Accounts Payable Frequently Asked Questions

### General Questions

**Q. When is a Direct Request Form required?**

A. A Direct Request Form is required for payments up to \$5,000. A Direct Request form should only be used when the payment in question cannot be paid via procard

**Q. When is a Purchase Order required?**

A. A Purchase Order is required for payments of goods/services over \$5,000 and up to \$100,000. Payments for goods/services above \$100,000 require a University contract. Certain purchases of any dollar amount require a University contract, so please contact our office or consult the University's Fiscal Rules if you have any questions.

**Q. How long does it take to send payment to a vendor?**

A. Typically, payment can be expected within two weeks of the invoice being received in Accounts Payable. However, this is contingent upon the invoice meeting all of the requirements of an acceptable invoice

**Q. What qualifies as an acceptable invoice?**

A. An acceptable invoice shows itemization of goods/services being purchased, vendor name, invoice date, invoice number, and address for which to remit payment

**Q. Can I enter into a contract on behalf of the University?**

A. No, if you have any contract related purchases, please contact the Purchasing department

**Q. When is an Official Function form required?**

A. Official Function forms are required for all purchases of food and other related expenses for Official Function events. See Official Function Policy for details and exceptions

### Travel

**Q. When do I need to use my travel card?**

A. A travel card must be used for all travel related expenses, with the exception of per diem related expenses. Prepaid expenses such as conference registrations may be paid with procard

**Q. When do I need a Travel Authorization when planning a trip related to university business?**

A. A Travel Authorization is required for all travel which includes an overnight stay, or any travel requiring airfare

**Q. Can I still be reimbursed if I've lost my receipt?**

A. All receipts except per diem related expenses are required for reimbursement. Receipts can be reprinted or easily requested and should generally be for small dollar amounts (i.e. hotels, restaurants, car rental agencies, etc.)

**Q. Are receipts required for expenses less than \$25.00?**

A. Receipts for transportation, such as taxi cabs, bus fare, etc. do not require a receipt as long as the expense is \$25.00 and under. Receipts for such expenses are required if the cost is above \$25.00

**Q. Are receipts required for per diem?**

A. Receipts are not required for per diem reimbursement, including incidental expenses such as bellhop tips, maid tips, etc.

**Q. How can I calculate the current mileage reimbursement rate?**

A. The current mileage reimbursement rate is \$0.49 for two-wheel drive and \$0.51 for four-wheel drive. Reimbursement for four-wheel drive vehicles is permitted between November 1<sup>st</sup> and April 1<sup>st</sup>. If you are asking for four-wheel drive reimbursement outside of this date range, justification must be provided with the request