UNT

CLEAR

Center for Learning Enhancement,
Assessment, and Redesign

Student Assistant Procedures Manual

April 2012

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Introductory Note

To the newest CLEAR Tribe member:

Congratulations on your position as a Student Assistant in the CLEAR department at the University of North Texas! I think you'll find that this department is the most fun on campus, and the position itself very productive, rewarding, and challenging. You will earn valuable professional experience during your time here, and you will meet some helpful, kind, and entertaining people.

The position itself entails duties that will appear simple on the surface, but be vital to the smooth operation of the CLEAR department and as such do have subtleties and complexities you may have trouble learning quickly. As such, I hope this manual will provide you with a good introduction to your duties and act as a reference that you can return to whenever you need.

If this manual ever fails you, however, do not be afraid to ask Wanda Roberts or anyone else in the CLEAR department for help. They are patient, caring folks who only want to look out for you, and they will be more than happy to assist you.

Thanks very much for keeping the CLEAR department running smoothly. Good luck, have fun, and welcome aboard!

Sincerely,

Lauren Penn

Lauren Penn
Former CLEAR Student Assistant

Chapter 1: Records and Filing

Files In the Office

Files for immediate and short-term use are kept in Wanda's office. Files currently in use are in the top drawer of the credenza on the left side of the office. The tall filing cabinet near the office door contains long-term storage. Your desk drawer only includes your current projects and empty folders.

Wanda's Filing Cabinet

The files included in Wanda's file drawer are, from front to back:

- Paychecks (to be picked up)
- Paycheck sign-out sheets
- Completed Travel Vouchers
- P-Card Logs
- Purchase Orders (PO's)
- Interdepartmental Orders (IDO's)
- P-Card Transactions
- Instruction Manuals

These are the only files you need to concern yourself with. There are more files further back, but if you need to access any of them, check with Wanda first.

The Tall Filing Cabinet

After the end of each fiscal year, the files specific to that year are moved to the tall filing cabinet. Each drawer holds a year. Files older than three fiscal years are moved to another cabinet in Chilton 116. This cabinet requires a key. Ask for Wanda's help before moving any files there.

Occasionally you will need to look for a Travel Voucher, PO, IDO, or P-Card transaction from the last fiscal year. Feel free to check the top drawer in the tall cabinet for the information you need.

Records Retention

Before becoming authorized to dispose of old files from the Chilton 116 cabinet, you will need certification in the University's Record Retention policies. A class is taught in Marquis Hall by Chris Foster, head of Record Retention at UNT. Contact the Records department for the next class date.

Records Retention Schedules

Records retention schedules are found at http://records.unt.edu/rrs as of the time of writing. This guide will help you classify documents by their use across campus. The information given there is document type, how long it is kept, and whether or not it is a vital record that needs to be sent to the University Archives.

Final Records Disposition

When This is Done

Each year, we remove records from five fiscal years ago from the Chilton 116 cabinet and prepare & sort them for final disposition. The documents are sorted and sent to whatever destination they are bound for. Use the Record Retention Schedule to determine how documents are classified.

Final Disposition Log

At the RRS website, click “Final Disposition” at the top of the screen, then “FDL forms” on the right. Download the Final Disposition Log from the first link. For every category of document, one line is to be filled out. The Volume column is calculated using the Volume Calculator spreadsheet included in the Final Disposition Log Excel document.

Fill out a separate Final Disposition Log for items that need to be sent to the Archives.

Once the Log is completed, sign and date it and then put it in the CLEAR Department Head’s box so (s)he can sign it. As of this writing, Patrick Pluscht is the Director of CLEAR. Once (s)he has signed the log, send it to Chris Foster at IRMP.

Confidential Recycling Bins

Most documents you encounter will need to be disposed of in a confidential recycling bin. Contact UNT Facilities at http://facilities.unt.edu/ to request a confidential recycling bin. When you are finished disposing of the paperwork, Facilities can come back to reclaim it and dispose of the documents safely, without compromising the information on them.

Chapter 2: Purchasing

Preferred Vendors

CLEAR has a set of preferred vendors for buying office supplies and equipment. These vendors are ones with whom we already have a tax-exempt account, and include vendors classified by the government as Historically Underused Businesses. HUBs are priority businesses when CLEAR needs to do price comparisons for large equipment purchases.

Employees will contact you if they have any supply needs. Sometimes an item is only available at a vendor CLEAR does not typically use. At any online vendor, feel free to ask Wanda if we have an account already. If we do not, and the item is unavailable elsewhere, you may create one.

Online

Ask Wanda for a complete list of online vendors and our login information for all of them.

- Amazon.com: Miscellaneous items.
- Apple Store: Apple products such as iPads and iPods for development.
- B&H Photo and Video: Video production equipment.
- BatteryPrice.com: Unusual battery sizes & varieties not covered by Partners.
- Best Buy: Miscellaneous electronic equipment.
- Dell: Computers.
- Eagle Images: Paper orders. E-mail order & department to EagleImagesUSB@unt.edu.
- FedEx: Shipping and postage.
- Markertek: Cables and electronics.
- Ozarka Water: Bottled water for the office.
- Partners Business Products: First stop for office supplies.
- UNT Student Health and Wellness Center: First aid supplies.

Regarding Dell, you will only be placing an order here after Joey Hoffmann has already gotten a quote. Check with him for details before proceeding.

Regarding First Aid supplies from SHWC, fax an IDO to #4559. When the order is ready, Sherry Reynolds will e-mail you. Pick up the order in the SHWC office on the 3rd floor of Chestnut Hall. Bring the original IDO with you.

Offline

- Albertsons
- Best Buy
- Office Depot
- Sack-n-Save

Sales Tax

As an educational institution, the University of North Texas is exempt from paying sales tax. With some sites like Amazon and Partners, paperwork has already been filed and sales tax is automatically removed from the purchase total. However, when registering for new accounts, be sure to file as a tax exempt user.

Filing for Tax-Exempt Accounts

1) Check each website's help section first. There should be some mention about tax-free shopping, special user accounts, et cetera. Follow the directions there.
2) If you cannot find the information on a website's FAQ or help section, call whatever customer support number they have posted.

Sometimes you will not be able to register as a tax-exempt user, or will have placed an order in a hurry. Sales tax will be charged in these cases, but can be refunded.

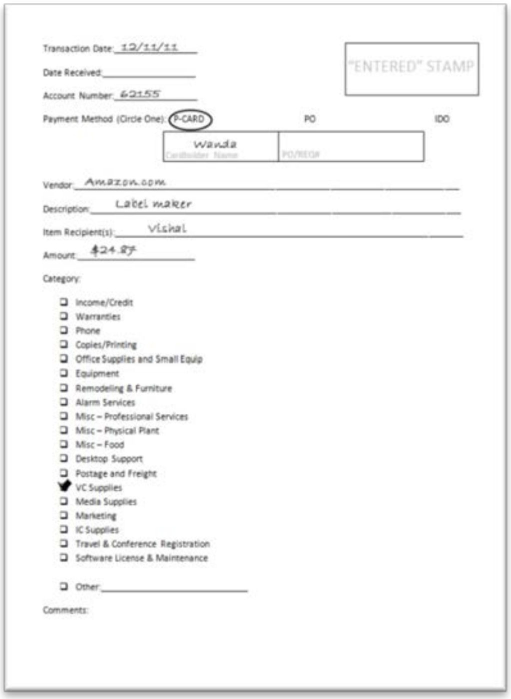
Filing for a Sales Tax Refund

1) Find the information through either of the two methods above on how to get the sales tax refunded.
2) Print out the tax exemption paperwork for UNT as well as the original order invoice or receipt. Complete the paperwork as directed. Make it very clear on the paperwork that "University of North Texas" is the institution benefiting from the purchase.
3) Fax or mail the above paperwork, as well as any other information requested, to the appropriate business (the specific fax number or address must be obtained from the business).

Transaction Cover Sheets & Filing

For each purchase made, you will need to fill out a Transaction Cover Sheet and staple it to the receipt, invoice, PO, or IDO for the purchase. The cover sheet is completed as follows:

- Transaction Date: The date the purchase is made.



Transaction Date: 12/11/11

Date Received: __________

Account Number: 62155

"ENTERED" STAMP

Payment Method (Circle One): [✓ P-CARD] PO IDO

Wanda Cardholder Name	PO/REQ#

Vendor: Amazon.com

Description: Label maker

Item Recipient(s): Vishal

Amount: $24.87

Category:

- ☐ Income/Credit
- ☐ Warranties
- ☐ Phone
- ☐ Copies/Printing
- ☐ Office Supplies and Small Equip
- ☐ Equipment
- ☐ Remodeling & Furniture
- ☐ Alarm Services
- ☐ Misc – Professional Services
- ☐ Misc – Physical Plant
- ☐ Misc – Food
- ☐ Desktop Support
- ☐ Postage and Freight
- ☑ VC Supplies
- ☐ Media Supplies
- ☐ Marketing
- ☐ IC Supplies
- ☐ Travel & Conference Registration
- ☐ Software License & Maintenance

- ☐ Other: __________

Comments:

- Date Received: The date the item arrives in the office and is delivered to the recipient. This is extremely important during End-of-Year purchasing.
- Account Number: The account to which the item is charged.
- Payment Method: Whether the transaction is a P-Card purchase, a Purchase Order, or an Interdepartmental Order.
- Cardholder Name: For P-Card transactions only. Whose card was used.
- PO/REQ#: For Purchase Order transactions only. The six-digit number starting with 1 that identifies the PO.
- Vendor
- Description: Be as concise but descriptive as possible.
- Item Recipient(s): Who the item is intended for, if applicable.
- Amount: The total amount for the transaction.
- Category: For most Operating purchases, you will need to classify items based on their purpose in the office. If any categories are too ambiguous, check with Wanda to make sure of where an item fits.
- Comments: Any details not otherwise covered on the transaction cover sheet can be added here.

Use the information on the cover sheet to add the purchase information to the Budget spreadsheet. Once that is done, stamp the sheet with "ENTERED" in the top right corner.

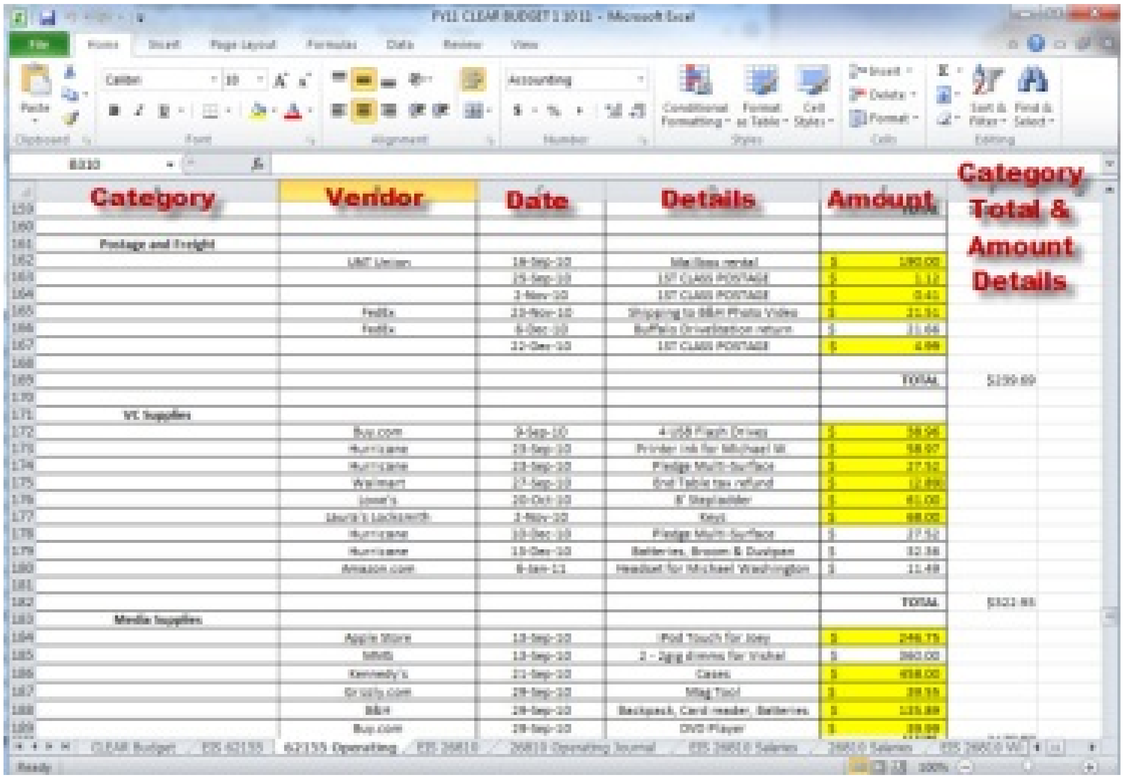
Chapter 3: Budget

Budget Reconciliation (On-the-Fly)

Keep up with the budget! As you add transactions, make sure the Budget spreadsheet total includes every transaction. As long as the budget is always up-to-date, reconciliation is a quick process.

Operating Spreadsheets on "Budget" Excel File

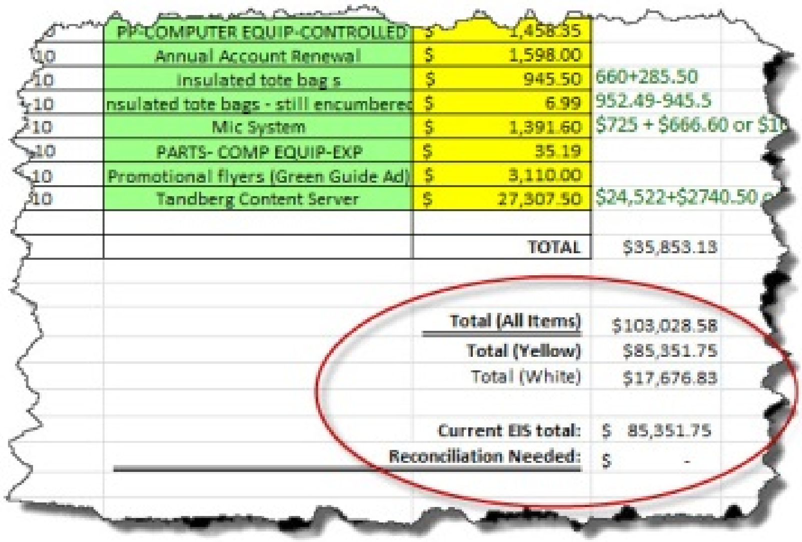
The main CLEAR account's Operating spreadsheet is formatted like this:



- Category: Corresponds with the Category chosen on the transaction cover sheet.
- Vendor: Whoever receives funds from CLEAR.
- Date: Date transaction was performed.
- Details: Description of the item or service rendered and, if applicable, who it is for.
- Amount: The amount spent. Negative amounts (money received by us) is in parentheses.

Each category has its own total that must be maintained.

At the bottom of the Operating spreadsheet is a total of all purchases that must be compared with the totals in Cognos EIS. When a purchase goes through on Cognos EIS, highlight its amount in yellow and make sure the "Total (Yellow)" formula includes that cell.



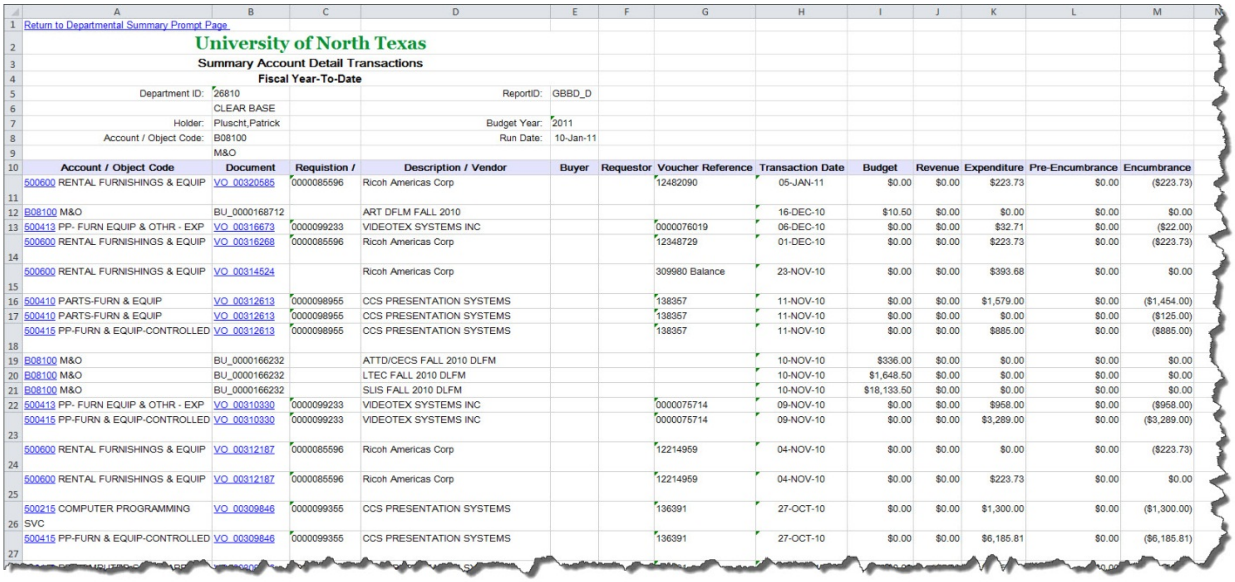
	PP-COMPUTER EQUIP-CONTROLLED	$	1,458.35	
10	Annual Account Renewal	$	1,598.00	
10	Insulated tote bag s	$	945.50	660+285.50
10	nsulated tote bags - still encumberec	$	6.99	952.49-945.5
10	Mic System	$	1,391.60	$725 + $666.60 or $1
10	PARTS- COMP EQUIP-EXP	$	35.19	
10	Promotional flyers (Green Guide Ad)	$	3,110.00	
10	Tandberg Content Server	$	27,307.50	$24,522+$2740.50
			TOTAL	$35,853.13
			Total (All Items)	$103,028.58
			Total (Yellow)	$85,351.75
			Total (White)	$17,676.83
			Current EIS total:	$ 85,351.75
			Reconciliation Needed:	$ -

- Total (All Items): All category totals added together.
- Total (Yellow): All purchases that have gone through on EIS.
- Total (White): All purchases that have not yet gone through on EIS.
- Current EIS Total: The total of the Expenditure, Encumbrance, and Pre-Encumbrance columns in the EIS report.
- Reconciliation Needed: If there is any discrepancy between the EIS total and your Yellow items total, it will be shown here.

Cognos EIS

This is the accounting software used by UNT. It gives you a report of all financial information for the department including expenditures, budget changes, and payroll. To access this information:

1) Someone with EIS access must log in to MyUNT at http://my.unt.edu/ from your computer.
2) Click on Departmental Budget Summary once they have logged you in.
3) From here, choose the account that you will be working with. If you are balancing the Purchasing budget, click on the Main account. If you are balancing Payroll, click on the Payroll account.
4) Click on the appropriate transaction category on the left side. For general office expenses, click M&O.



Return to Departmental Summary Prompt Page

University of North Texas

Summary Account Detail Transactions

Fiscal Year-To-Date

Department ID: 26810 ReportID: GBBD_D
CLEAR BASE
Holder: Pluscht,Patrick Budget Year: 2011
Account / Object Code: B08100 Run Date: 10-Jan-11
M&O

Account / Object Code	Document	Requistion /	Description / Vendor	Buyer	Requestor	Voucher Reference	Transaction Date	Budget	Revenue	Expenditure	Pre-Encumbrance	Encumbrance
500600 RENTAL FURNISHINGS & EQUIP	VO 00320585	0000085596	Ricoh Americas Corp			12482090	05-JAN-11	$0.00	$0.00	$223.73	$0.00	($223.73)
B08100 M&O	BU_0000168712		ART DFLM FALL 2010				16-DEC-10	$10.50	$0.00	$0.00	$0.00	$0.00
500413 PP- FURN EQUIP & OTHR - EXP	VO 00316673	0000099233	VIDEOTEX SYSTEMS INC			0000076019	06-DEC-10	$0.00	$0.00	$32.71	$0.00	($22.00)
500600 RENTAL FURNISHINGS & EQUIP	VO 00316268	0000085596	Ricoh Americas Corp			12348729	01-DEC-10	$0.00	$0.00	$223.73	$0.00	($223.73)
500600 RENTAL FURNISHINGS & EQUIP	VO 00314524		Ricoh Americas Corp			309980 Balance	23-NOV-10	$0.00	$0.00	$393.68	$0.00	$0.00
500410 PARTS-FURN & EQUIP	VO 00312613	0000098955	CCS PRESENTATION SYSTEMS			138357	11-NOV-10	$0.00	$0.00	$1,579.00	$0.00	($1,454.00)
500410 PARTS-FURN & EQUIP	VO 00312613	0000098955	CCS PRESENTATION SYSTEMS			138357	11-NOV-10	$0.00	$0.00	$0.00	$0.00	($125.00)
500415 PP-FURN & EQUIP-CONTROLLED	VO 00312613	0000098955	CCS PRESENTATION SYSTEMS			138357	11-NOV-10	$0.00	$0.00	$885.00	$0.00	($885.00)
B08100 M&O	BU_0000166232		ATTD/CECS FALL 2010 DLFM				10-NOV-10	$336.00	$0.00	$0.00	$0.00	$0.00
B08100 M&O	BU_0000166232		LTEC FALL 2010 DLFM				10-NOV-10	$1,648.50	$0.00	$0.00	$0.00	$0.00
B08100 M&O	BU_0000166232		SLIS FALL 2010 DLFM				10-NOV-10	$18,133.50	$0.00	$0.00	$0.00	$0.00
500413 PP- FURN EQUIP & OTHR - EXP	VO 00310330	0000099233	VIDEOTEX SYSTEMS INC			0000075714	09-NOV-10	$0.00	$0.00	$958.00	$0.00	($958.00)
500415 PP-FURN & EQUIP-CONTROLLED	VO 00310330	0000099233	VIDEOTEX SYSTEMS INC			0000075714	09-NOV-10	$0.00	$0.00	$3,289.00	$0.00	($3,289.00)
500600 RENTAL FURNISHINGS & EQUIP	VO 00312187	0000085596	Ricoh Americas Corp			12214959	04-NOV-10	$0.00	$0.00	$0.00	$0.00	($223.73)
500600 RENTAL FURNISHINGS & EQUIP	VO 00312187	0000085596	Ricoh Americas Corp			12214959	04-NOV-10	$0.00	$0.00	$223.73	$0.00	$0.00
500215 COMPUTER PROGRAMMING SVC	VO 00309846	0000099355	CCS PRESENTATION SYSTEMS			136391	27-OCT-10	$0.00	$0.00	$1,300.00	$0.00	($1,300.00)
500415 PP-FURN & EQUIP-CONTROLLED	VO 00309846	0000099355	CCS PRESENTATION SYSTEMS			136391	27-OCT-10	$0.00	$0.00	$6,185.81	$0.00	($6,185.81)

5) A full transaction statement for the account will come up.
6) If you ever need to reconcile anything, use the EIS spreadsheet to do a one-by-one comparison of every transaction to make sure every instance of spending is accounted for.

Management Reconciliation (Monthly)

Every month a set of spreadsheets are done that tabulate every instance of spending, and a description of it, for every account. For each account, take the following steps.

1) Open the Management Reconciliation .xls file for the account you would like to work on. Each spreadsheet in this document is a month for this fiscal year.
2) Once again, allow someone with EIS access to log you in on MyUNT.
3) Click on "Departmental Management Report."
4) Under the current month, click on the dollar amount on each category row.
5) Copy each transaction into the Management Reconciliation spreadsheet for this month.
6) Cross reference each transaction with its description in the Budget spreadsheet. The Management Reconciliation file must have as much information as possible.
7) Tally up the complete spending for the month.
8) Refer to EIS to make sure the amount matches up. If it does, highlight it in yellow. If it does not, reconcile as needed.

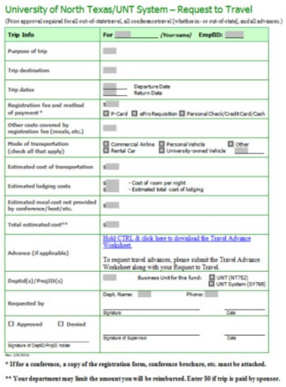
Chapter 4: Travel

Travel Procedures, for Traveler

Before Travel

The following forms need to be completed:

- Request to Travel form
    - You must attach a brochure for the conference, expo, or event being attended.
    - Include the receipt if you pay either via P-Card or with your own funds.
- If you need a travel advance, Employer/Employee Advance Agreement
- If you need a travel advance, Travel Advance Worksheet



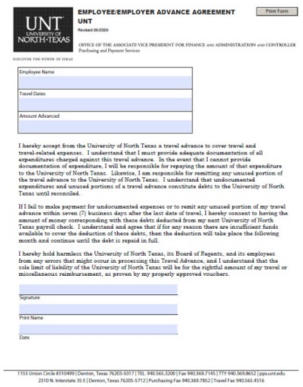
University of North Texas/UNT System – Request to Travel

(Prior approval required for all out-of-state travel, all conference travel [whether in- or out-of-state], and all advances.)

Trip Info	**For** ________ ***(Your name)*** **EmplID:** ____
Purpose of trip	
Trip destination	
Trip dates	Departure Date Return Date
Registration fee and method of payment *	$ ☐ P-Card ☐ eProRequisition ☐ Personal Check/Credit Card/Cash
Other costs covered by registration fee (meals, etc.)	
Mode of transportation (check all that apply)	☐ Commercial Airline ☐ Personal Vehicle ☐ Other ☐ Rental Car ☐ University-owned Vehicle ____
Estimated cost of transportation	$
Estimated lodging costs	$ - Cost of room per night $ - Estimated total cost of lodging
Estimated meal cost not provided by conference/host/etc.	$
Total estimated cost**	$
Advance (if applicable)	Hold CTRL & click here to download the Travel Advance Worksheet. To request travel advances, please submit the Travel Advance Worksheet along with your Request to Travel.
Deptid(s)/ProjID(s)	Business Unit for this fund: ☐ UNT (NT752) ☐ UNT System (SY769)
Requested by	Dept. Name: Phone: Signature Date
☐ Approved ☐ Denied Signature of DeptID/ProjID holder	Signature of Supervisor Date

* If for a conference, a copy of the registration form, conference brochure, etc. must be attached.

** Your department may limit the amount you will be reimbursed. Enter $0 if trip is paid by sponsor.



UNT UNIVERSITY OF NORTH·TEXAS

DISCOVER THE POWER OF IDEAS

EMPLOYEE/EMPLOYER ADVANCE AGREEMENT

UNT

Revised 06/2009

Print Form

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER

Purchasing and Payment Services

Employee Name

Travel Dates

Amount Advanced

I hereby accept from the University of North Texas a travel advance to cover travel and travel-related expenses. I understand that I must provide adequate documentation of all expenditures charged against this travel advance. In the event that I cannot provide documentation of expenditure, I will be responsible for repaying the amount of that expenditure to the University of North Texas. Likewise, I am responsible for remitting any unused portion of the travel advance to the University of North Texas. I understand that undocumented expenditures and unused portions of a travel advance constitute debts to the University of North Texas until reconciled.

If I fail to make payment for undocumented expenses or to remit any unused portion of my travel advance within seven (7) business days after the last date of travel, I hereby consent to having the amount of money corresponding with these debts deducted from my next University of North Texas payroll check. I understand and agree that if for any reason there are insufficient funds available to cover the deduction of these debts, then the deduction will take place the following month and continue until the debt is repaid in full.

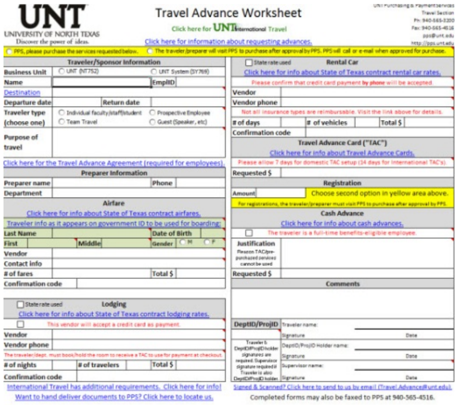
I hereby hold harmless the University of North Texas, its Board of Regents, and its employees from any errors that might occur in processing this Travel Advance, and I understand that the sole limit of liability of the University of North Texas will be for the rightful amount of my travel or miscellaneous reimbursement, as proven by my properly approved vouchers.

Signature

Print Name

Date

1155 Union Circle #310499 | Denton, Texas 76203-5017 | TEL 940.565.3200 | Fax 940.369.7145 | TTY 940.369.8652 | pps.unt.edu
2310 N. Interstate 35 E | Denton, Texas 76205-5712 | Purchasing Fax 940.369.7852 | Travel Fax 940.565.4516



UNT UNIVERSITY OF NORTH TEXAS

Discover the power of ideas.

Travel Advance Worksheet

Click here for UNT International Travel

Click here for information about requesting advances.

UNT Purchasing & Payment Services
Travel Section
Ph: 940-565-3200
Fax: 940-565-4516
pps@unt.edu
http://pps.unt.edu

○ PPS, please purchase the services requested below. ○ The traveler/preparer will visit PPS to purchase after approval by PPS. PPS will call or e-mail when approved for purchase.

Traveler/Sponsor Information

Business Unit	○ UNT (NT752)	○ UNT System (SY769)	
Name		EmplID	
Destination			
Departure date		Return date	
Traveler type (choose one)	○ Individual faculty/staff/student ○ Team Travel	○ Prospective Employee ○ Guest (Speaker, etc)	
Purpose of travel			

Click here for the Travel Advance Agreement (required for employees).

Preparer Information

Preparer name		Phone	
Department			

Airfare

Click here for info about State of Texas contract airfares.

Traveler info as it appears on government ID to be used for boarding:

Last Name		Date of Birth	
First	Middle	Gender	○ M ○ F
Vendor			
Contact info			
# of fares		Total $	
Confirmation code			

☐ State rate used **Lodging**

Click here for info about State of Texas contract lodging rates.

☐ This vendor will accept a credit card as payment.

Vendor			
Vendor phone			

The traveler/dept. must book/hold the room to receive a TAC to use for payment at checkout.

# of nights	# of travelers	Total $	
Confirmation code			

International Travel has additional requirements. Click here for info!

Want to hand deliver documents to PPS? Click here to locate us.

☐ State rate used **Rental Car**

Click here for info about State of Texas contract rental car rates.

Please confirm that credit card payment by phone will be accepted.

Vendor			
Vendor phone			

Not all insurance types are reimbursable. Visit the link above for details.

# of days	# of vehicles	Total $	
Confirmation code			

Travel Advance Card ("TAC")

Click here for info about Travel Advance Cards.

Please allow 7 days for domestic TAC setup (14 days for international TAC's).

Requested $

Registration

Amount Choose second option in yellow area above.

For registrations, the traveler/preparer must visit PPS to purchase after approval by PPS.

Cash Advance

Click here for info about cash advances.

☐ The traveler is a full-time benefits-eligible employee.

Justification
Reason TAC/pre-purchased services cannot be used

Requested $

Comments

DeptID/ProjID	Traveler name: Signature Date
Traveler & DeptID/ProjID holder signatures are required. Supervisor signature required if Traveler is also DeptID/ProjID holder.	DeptID/ProjID Holder name: Signature Date Supervisor name: Signature Date

Signed & Scanned? Click here to send to us by email (Travel.Advance@unt.edu).

Completed forms may also be faxed to PPS at 940-565-4516.

Submit these forms to Wanda. She will fax them to the Travel office then return the originals to you. HOLD ON TO THEM.

Once these forms are submitted, you can receive your Travel Advance Card (TAC). A week to ten days before the trip, you will receive an e-mail saying that PPS has your TAC ready, and you will need to pick it up from them in the University Services building on the far of Fouts Field.

> **FYI:** This card is a "centrally billed" card, meaning "University of North Texas," rather than the traveler's name, will be on the card. **MAKE SURE ANY VENDORS USED WILL ACCEPT A CENTRALLY BILLED CARD.**

The card can be used for airfare, lodging, and rental car reservations before travel.

- Airfare: When booking, request that the airline put the ticket on a 24-hour courtesy hold and provide a confirmation code. Email the Administrative Assistant preparing your travel with this confirmation code, the airline/vendor name, and the cost of the ticket.
- Lodging: If the hotel takes payment upon checkout, use the TAC to reserve the room. If the hotel requires payment or a deposit in advance, completion of booking must be done in person at PPS in the University Services Building. If the hotel is in Texas, fill out a Texas Hotel Occupancy Tax Exemption Certificate and supply it to the hotel upon check-in.
- Rental Cars: Have PPS provide the TAC number to the rental car agency by phone to hold the reservation. Use the TAC to pay the balance in person when picking up your rental car.

During Travel

1) Only UNT Discounted Rates (available at http://bsc.untsystem.edu/travel-discounts) will be approved for airport parking.
2) Save ALL receipts. These must be submitted upon your return.
3) Meals and incidentals can be reimbursed for overnight stays ONLY. Meals may be reimbursed without receipts using the government-determined daily Maximum Allowable Rate. Check with Wanda for allowable amounts.
4) The TAC may be used to pay for hotel balances, rental car fees, meals, and incidental business expenses incurred as a result of travel. Do NOT use TAC to pay for personal expenses.

NOTES:

- UNT will NOT reimburse expenses for non-employee guests such as spouses, friends, etc.
- For any valet parking during travel, the traveler must demonstrate that it was the only option available.
- For meals during which alcohol was purchased, you must provide notification that no one under legal drinking age was served any alcohol. While these meals are permitted, UNT will NOT reimburse for alcohol.
- Meals provided with conference attendance will not be reimbursed separately from the conference attendance fee.

After Travel (within 7 days of Traveler's return date)

1) Complete the CLEAR Travel form.
2) Retrieve the transaction summary from JP Morgan Chase for your TAC, if applicable. Instructions can be found on page 2 of the CLEAR Travel Information form.

3) Collect all transaction receipts saved during travel.

FYI: Any receipts submitted for reimbursement more than 60 days after the trip end date may be subjected to payroll tax withholding per IRS regulations.

4) Attach all receipts, all travel-related info including brochures & forms submitted before travel, and transaction history to the Travel Information Form.
5) Submit this to Wanda for processing.

If you are not the traveler, these forms and information can and often will be submitted to you for processing, or Wanda may hand them to you.

Travel Procedures, for Administrative Employees

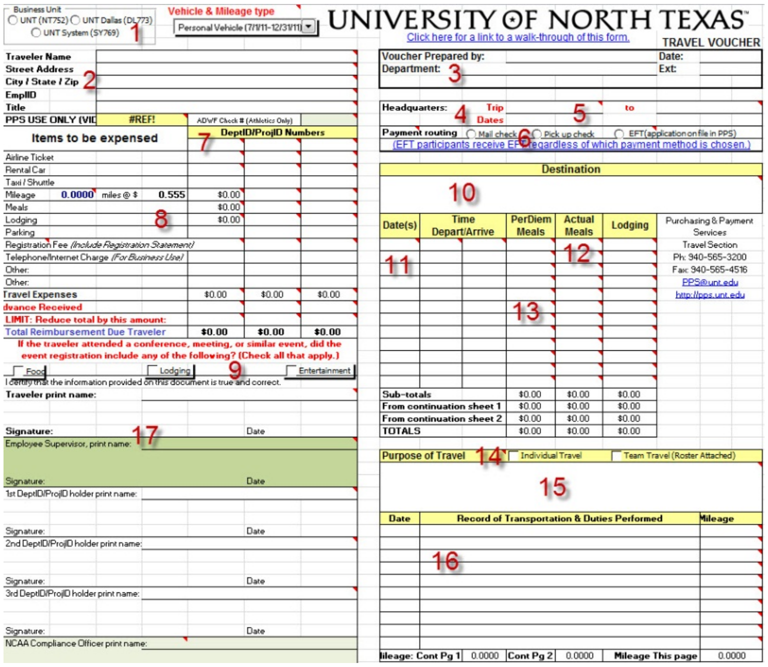
1) Once the traveling employee has submitted their pre-travel paperwork to you, give them to the Employee's supervisor for approval.

FYI: The Travel Advance Worksheet is no longer mandatory. Encourage travelers to complete it, but if it is missing from their initial paperwork the request to travel can still be processed.

2) Fax the completed forms to PPS' Travel Team at #4516 for processing. To avoid duplicate purchases being made, do not fax documents to the main PPS number.
3) Return the original forms to the traveler.
4) When the employee has returned from their travel, they will submit their receipts and travel forms to you for the processing of a Travel Voucher.
5) Double-check that no receipts are for alcohol, personal expenses, or anything else non-reimbursable.

Travel Voucher Completion

1) Under "Business Unit" in the top left corner, check the "UNT" button.
2) Fill out the employee's name, home address, EmplID, and title.



Business Unit
○ UNT (NT752) ○ UNT Dallas (DL773)
○ UNT System (SY769)

Vehicle & Mileage type
Personal Vehicle (7/1/11-12/31/11) ▾

UNIVERSITY OF NORTH TEXAS™
Click here for a link to a walk-through of this form.
TRAVEL VOUCHER

Traveler Name
Street Address
City / State / Zip
EmplID
Title
PPS USE ONLY (VID #REF! ADWF Check # (Athletics Only)

Voucher Prepared by: Date:
Department: Ext:

Headquarters: Trip Dates to

Payment routing ○ Mail check ○ Pick up check ○ EFT(application on file in PPS)
(EFT participants receive EFT regardless of which payment method is chosen.)

Items to be expensed	DeptID/ProjID Numbers		
Airline Ticket			
Rental Car			
Taxi / Shuttle			
Mileage 0.0000 miles @ $ 0.555	$0.00		
Meals	$0.00		
Lodging	$0.00		
Parking			
Registration Fee *(Include Registration Statement)*			
Telephone/Internet Charge *(For Business Use)*			
Other:			
Other:			
Travel Expenses	$0.00	$0.00	$0.00
dvance Received			
LIMIT: Reduce total by this amount:			
Total Reimbursement Due Traveler	$0.00	$0.00	$0.00

If the traveler attended a conference, meeting, or similar event, did the event registration include any of the following? (Check all that apply.)
☐ Food ☐ Lodging ☐ Entertainment

I certify that the information provided on this document is true and correct.
Traveler print name:
Signature: Date
Employee Supervisor, print name:
Signature: Date
1st DeptID/ProjID holder print name:
Signature: Date
2nd DeptID/ProjID holder print name:
Signature: Date
3rd DeptID/ProjID holder print name:
Signature: Date
NCAA Compliance Officer print name:

Destination

Date(s)	Time Depart/Arrive	PerDiem Meals	Actual Meals	Lodging
Sub-totals		$0.00	$0.00	$0.00
From continuation sheet 1		$0.00	$0.00	$0.00
From continuation sheet 2		$0.00	$0.00	$0.00
TOTALS		$0.00	$0.00	$0.00

Purchasing & Payment Services
Travel Section
Ph: 940-565-3200
Fax: 940-565-4516
PPS@unt.edu
http://pps.unt.edu

Purpose of Travel ☐ Individual Travel ☐ Team Travel (Roster Attached)

Date	Record of Transportation & Duties Performed	Mileage

Mileage: Cont Pg 1 0.0000 Cont Pg 2 0.0000 Mileage This page 0.0000

3) Enter in your name after "Prepared by", today's date, "CLEAR" after "Department," and your phone extension after "EXT."

4) Under "Headquarters" put Denton, TX.

5) To the right of "Headquarters," enter in the Trip dates.

6) At "Payment routing," check the button appropriate to the employee. Usually this will be "Mail check."

7) Under the first "Dept ID/ProjID Number" column, enter the account number to be used for reimbursement.

8) Using the receipts and information received, enter in the airline ticket, rental car, taxi/shuttle, lodging, parking, registration, and telephone expenses (if any are applicable) under the first DeptID column.

9) If the conference or meeting had food, lodging, or entertainment INCLUDED in its registration fee, check the appropriate box.

10) Under the Trip Dates & Payment Routing box to the right, enter the destination city in the "Destination" box.

11) Include all dates of travel under the "Date(s)" column. On the day of departure, add the time of departure under the "Time Depart/Arrive" column. On the day of return, add the exact time the traveler was no longer in a state of travel.

12) Use the receipts from the traveling employee to calculate the amount for the Actual Meals column. Make note of what meals were covered on which days. Without an overnight stay, meals and incidentals (such as coffee and snacks) CANNOT be reimbursed.

13) For any meals not covered, use the standard Maximum Allowable Rate for the destination city. Go to http://www.gsa.gov/portal/category/21287 and enter the destination zip code to see that the total Maximum Allowable per diem rates are for the date of arrival, date of departure, and full travel days.
    a) Breakfast: 24% of daily Maximum Allowable Rate. Traveler must be in a state of travel at 7:00 AM.

  b) Lunch: 32% of daily Maximum Allowable Rate. Traveler must be in a state of travel by 12:00 Noon.
  c) Dinner: 44% of daily Maximum Allowable Rate. Traveler must be in a state of travel by 6:00 PM.

  Keep in mind, these amounts are ONLY to be used when a receipt has not been provided.

14) Under “purpose of travel,” click “Individual travel” for one person traveling, and “team travel” if a large group has all traveled together under the same voucher (which won’t happen often).
15) In the box underneath, type the purpose of the trip – the name of the conference, the purpose of a meeting, et cetera.
16) Log the mileage in the table below. Make sure the information is as detailed as possible. Use MapQuest to find the exact mileage from one location to another if needed.
17) Print the traveler’s name to the left, as well as the name of their supervisor, and the name of the account holder if applicable. Even if the head of the department is the traveler, their name must be included as “ProjID holder”.
18) Print the travel voucher out, and attach all original receipts and information given to you. Binder clip all of it together and put it in the traveler’s inbox.

The “Total Travel Expenses” amount must also be entered in the operating budget spreadsheet for the account/DeptID used. Under “Vendor,” use the traveler’s name. Under “Description,” use the location & purpose of travel.

Once the voucher is completed, get the appropriate departmental signatures on the bottom left side.

Scan the voucher and all attached paperwork as a PDF file, then e-mail the file to Travel Vouchers SYS at travelvouchers@untsystem.edu.

Keep the original voucher in the Travel folder in Wanda’s file cabinet.

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