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ORDERS, PAYMENTS AND REIMBURSEMENTS

Authorization for purchases should always be obtained prior to purchasing anything. Faculty and staff are encouraged to apply for a purchase card. Please go to <http://www.du.edu/purchasing/pcardflowchart.html> to request one.

Making Payments/Paying Invoices:

If you have an invoice that needs to be paid, submit the **original invoice** to the Dean's Suite. Attach a "**Check Request**" form to the invoice so we know who to make the check out to and what the invoice is for and how much should be paid. We will send payment directly to the vendor.

If you want to enclose a form or letter with the check, please submit the original form or letter and one copy with the invoice and check request form to the Dean's Suite and indicate that an **enclosure** should go with the check. We will have everything sent off together.

"Statements" and faxed invoices will not be accepted! It must be an ORIGINAL INVOICE.

You must not alter any invoices. If the amount indicated to pay is incorrect according to your records, you must request a revised invoice from the vendor. We will not submit any altered invoices.

STAFF ONLY: If it is a routine invoice and expense of your department that has a Standing or Blanket Purchase Order, merely sign that you authorize payment, date and put your Budget to be charged (FOAP): _____ - _____ - _____
Fund Organization Account #

on the invoice. No cover form is required.

Honorariums:

To request payment of an honorarium, you must submit a memo, on letterhead, to the Finance Office (Kim Gould, or Mike Latimer) with a completed W-9. The memo should include the following information:

- Who is to be paid (name and address where the check should be sent)
- The amount to be paid for the honorarium
- Budget to be charged
- Explanation as to why we are paying the honorarium.

If the person receiving the honorarium is also getting reimbursed for travel or other expenses, they must submit original receipts in order to get paid for these expenses (attached to a travel reimbursement form).

Reimbursements:

*Please do not pay for items out of pocket if the University can pay for it directly. We would like to cut down on the number of reimbursements that are issued and try to limit them to travel only. **AT NO TIME IS IT OKAY TO PURCHASE TECHNOLOGY***

WITH PERSONAL FUNDS. ALL TECHNOLOGY MUST BE PURCHASED THROUGH OUR TECHNOLOGY DEPARTMENT.

All reimbursement requests should be accompanied by a “check request”, “travel reimbursement” or “mileage reimbursement” form depending on the nature of the expense. All forms can be found on the share drive. Always keep a copy of all paperwork for yourself.

Per the IRS: You MUST submit an ITEMIZED MEAL RECEIPT along with your credit card receipt or the expense will NOT be reimbursed.

1. Submit all **original receipts** with request for reimbursement. The only exception is for on line purchasing. In this case you must print out a document that shows proof of purchase.
2. All receipts should be **taped** to a piece of paper so that they are easy to see and not easy to lose. Loose receipts will be returned to the requestor and will not be processed until they are taped to paper in an organized manner.
3. Receipts should identify that the bill was **paid in full** and should clearly show who paid the bill. If the receipt does not show a zero balance, the receipt will not be accepted.
4. All reimbursement requests for staff must be signed off by the department head.
5. All reimbursement requests must have an explanation written on it so that it is clear what the expense was for. It should indicate its pertinence to law school business.
6. Meals and entertainment MUST include the ITEMIZED receipt of what specifically was purchased, names of who attended and business purpose. **Receipts for just the total amount of the meal will no longer be accepted.**

REIMBURSEMENT REQUESTS must be turned in within 1 MONTH from when the expense occurred so it will be recorded in the proper month!

If for some reason you must pay for something out of pocket, please make sure to pick up a tax exemption certificate from the Dean’s Suite before purchasing anything. **Where tax is an avoidable expense, you will not be reimbursed for it.**

Setting Up a New Vendor:

If the vendor you are ordering from, paying an invoice to or reimbursing is a new vendor to DU, you will be required to obtain a **W-9** from them before we can process your order. The W-9 form can be found on the share drive or the Student Affairs website under forms and documents and can be faxed or emailed to the vendor and returned via email or fax as well. The W-9 can be faxed directly to the Dean’s Suite at 303-871-6378.

If you have any questions regarding these processes, please direct them to Kimberly Gould at x16127, kgould@law.du.edu or Mike Latimer at x16104 or mlatimer@law.du.edu.

TRAVEL POLICIES AND PROCEDURES

With all travel, please try to make your reservations and requests for money as far ahead of time as possible. This will not only enhance the chances of getting better rates but also helps ensure you will get your money before you leave, if needed.

ALWAYS turn in the original receipts to the Dean's Suite. Always keep a copy of everything for yourself!

Registration Fees:

1. Check with Form – If there is a registration form to be submitted and there is time to mail it in, submit the completed registration form to the Dean's Suite and we will request a check from DU to be mailed with the registration form to the hosting institution. This takes about 1-2 weeks (depending on where the form is being sent).
2. Pay Yourself – If you prefer to pay the registration fee yourself, you need to get a *confirmation receipt* from the host institution that indicates you paid the fee. Once you receive this receipt, turn it into the Dean's Suite for reimbursement. **Credit card statements and/or copies of checks are not acceptable proofs of payment.**

Airfare:

1. Credit Card - Use your credit card to purchase a ticket on-line or through a travel agency. Please make sure to provide a receipt for reimbursement. If you make reservations on-line, a printed out copy of the receipt will be sufficient documentation for reimbursement. However, the receipt *must* indicate that the ticket was in fact purchased and the credit card was billed. **An itinerary is not sufficient. The receipt must indicate that billing has taken place.** If you go through a travel agent, just submit the original receipt that indicates the bill was paid. **Credit Card statements are not acceptable proofs of payment!**

REIMBURSEMENT REQUESTS must be turned in within 1 MONTH from when the expense occurred!

Hotel Reservations:

There are 3 ways to handle hotel reservations:

1. Travel Advance – A travel advance may be issued prior to traveling for the cost of the hotel. Obtain a quote for the nightly rate + tax from the hotel to get an idea of what the total cost will come to for your entire stay.

In order to request a travel advance, *please fill out the "Travel Advance" form* (found on the share drive) and turn it into the Dean's Suite at least two weeks

prior to travel. The travel advance will be sent in the mail to your home or you can sign up for direct deposit and it will be deposited directly into your bank account.

All original receipts must be submitted upon return from the trip. If you did not spend the entire advance, you are required to turn in any remaining monies at the time you submit your receipts. If you did not have enough of an advance to cover all of your expenses and there is still money in your travel budget, you may be reimbursed for additional expenses.

2. Purchase Order – Some hotels will accept a purchase order from the University. You should ask if this is acceptable where you plan on staying. If it is, you should have the hotel fax a quote (including rate per night, number of nights and tax amount) to the Dean’s Suite with your name, phone number, and budget or organization to charge listed on it. A Purchase Order will then be done and faxed to the hotel. After your stay, you **MUST turn the receipt in to the Dean’s Suite for payment**. In some cases, they will send a bill directly to DU but often you will have to bring the bill back with you and turn it in.
3. Credit Card - You can use your personal credit card to pay for the hotel and submit an original receipt from the hotel for reimbursement upon return. Make sure that you submit a receipt that shows the entire balance was paid by you.

TRAVEL: Meals and Incidentals:

There are 2 ways to cover the costs for meals and incidentals...

1. Per Diem – You can request a per diem amount prior to travel. In order to figure out the per diem rate for the city you are going to visit, you can go to the following website: <http://www.du.edu/purchasing/travelexpenses.html>. Scroll to the bottom of the page and this will take you to the domestic and foreign per diem link.

With a per diem, you are not required to turn in any receipts. **The money you request is to last you for your entire trip and you are to use it how you see fit you do not need to pay any of it back . However, you will not be reimbursed for any additional monies upon return from your trip.** To request a per diem, *fill out the “Per Diem Request” form* (which can be found at on the Share drive, AND Student Affairs Webpage under forms and documents) and turn it into the Dean’s Suite at least two weeks prior to travel. The per diem will be sent in the mail to your home or directly deposited into your account.

REIMBURSEMENT REQUESTS must be turned in within 1 MONTH from when the expense occurred!

2. Reimbursement – Pre pay all of your expenses and submit all original receipts for reimbursement upon return. You will only be reimbursed for those expenses where original receipts are provided.

A “Travel Reimbursement Form” must be filled out for travel reimbursements with receipts. This can be found on the Share drive and on the Student Affairs Website under forms. It is in Excel spreadsheet format.

FORMS:

*All forms can be found on the Share drive under the “common” folder then in the “forms” folder and also on the Student Affairs Website under forms and documents. All forms **MUST** be filled out completely before being submitted.*

Check Request/Student Check Request:

This form should be used to request reimbursement of expenses **not related to travel** or to request payment of an invoice. Original receipts should be attached to this form (small receipts need to be taped to a piece of paper).

Travel Reimbursement:

This form should be used when requesting reimbursement for expenses incurred on a trip. Any expense listed on this form should have a corresponding receipt (except for mileage).

Mileage Reimbursement:

This form should be used for the purpose of requesting mileage reimbursement only. This should be mileage expenses related to travel for University business using your personal vehicle. Mileage reimbursements must be requested on a monthly basis. **DO NOT** let mileage accrue and then ask for 6 months of reimbursement at a time.

Travel Advance:

Use this form to request money ahead of time for a trip you will be taking. This form is typically used for hotel expenses so that you have the money to pay for the hotel before you leave. If you use this form, you **MUST** bring back a receipt for any expenses that were listed on the form. Any money from the travel advance that was not used must be returned to the University.

Per Diem:

Requesting a per diem saves you the hassle of collecting receipts for meals and taxi’s. Use this form to request a per diem for your trip. Once the per diem is issued you do not have to turn in receipts when you return from your trip.

Forms MUST be filled out completely and all receipts should be taped to an additional sheet. Always include the following information on the form for quick processing:

- Name of person or company receiving the check
- Address where check should be sent (if not direct deposit)
- Banner ID# of the person receiving the check (if it is an employee)
- Detailed explanation of the expense
- Budget number to charge (if you know it)

W-9:

This form must be completed by the payee and submitted to Mike Latimer or Kimberly Gould to set up a new vendor. **This must always accompany an Honorarium Request.**

OUTSIDE VENDORS:

Here are vendors that we use who will bill us directly for services/products so that you do not have to pay out of pocket. When using them, always indicate that you are with the DU College of Law and always have your budget number available.

*If you use any of these vendors, you must **ALWAYS turn in the original invoice to the Dean's Suite for payment.** A check request form must be filled out completely and attached to the invoice before the payment will be processed.*

When using any of these vendors, you should come to the Dean's suite to get a copy of the Standing Purchase Order number and then **you MUST bring the invoice/receipt back with you and turn it into the Dean's Suite with a check request form** explaining what the expense was for and the budget number to be charged.

Office Supplies

Staples Office Supplies

*See David Dudra in Suite 455 or call him at 303-871-6233 about ordering from this vendor. They provide next day delivery with no delivery charge and no tax.

Food

Bruegger's Bagels

Chipotle

Duffyroll Café

Pasquini's

Qdoba

Spicy Pickle

Zingers

THINGS TO REMEMBER:

1. University-wide purchasing policies should be followed in conjunction with these for the Law School. The University's policies can be found at <http://www.du.edu/purchasing/policy/index.html>.

2. All forms can be found on the share drive under “common” then in the folder labeled “forms”. Also on the Student Affairs website under forms. **PLEASE do not save changes to the form on the common drive.**
3. **Only original receipts and invoices will be accepted for reimbursement/payment purposes. No faxes, credit card statements or copies of checks will suffice.**
4. You must submit your reimbursement request to the Dean’s Suite within one month of the expenditure in order to ensure reimbursement. Unless there is an extenuating circumstance you will not be reimbursed for any items that are over one month old.
5. Do not alter any invoices. If any changes need to be made you must request a revised invoice.
6. Technology is **never** to be paid for with personal funds and at no time will be reimbursed. All technology purchase requests should go through our technology department.
7. **Where applicable, you should not pay tax. Always bring a tax exemption certificate with you to make a purchase that is for DU use.**
8. All requests for reimbursement, payment of an invoice, or order request should be accompanied by a form (all of which can be found on the share drive and student affairs website under forms). This form should clearly indicate the purpose of the expense and which budget the expense should come out of.
9. When using an outside vendor that will directly bill the University, you must **ALWAYS** bring the invoice back to the Dean’s Suite to get paid. If you do not bring us the invoice, the invoice does not get paid, and the purchase order will be cancelled.
10. **YOU CAN SIGN UP TO HAVE YOUR REIMBURSEMENT CHECK DIRECTLY DEPOSITED TO YOUR BANK ACCOUNT.** Please see the instructions on the next page. *Note: Even if you have your paycheck directly deposited, you must follow these instructions to set your reimbursement checks up for direct deposit.*

Direct Deposit Services Available!

If you are tired of waiting for your check in the mail, we have the solution! Have your reimbursements deposited directly to your bank account! The deposit happens the day after it is processed, and you receive an email notifying you that the deposit was made.

This service is currently only available for DU students and benefited faculty and staff members, but will eventually be expanded to include our vendors.

How To Set Up Direct Deposit:

1. Log onto “My Web” from the DU home page
2. Click on “Personal Information”
3. Click on Enter Secure Area
4. Enter User ID
5. Enter Passcode
6. Click on “Add/Change Bank Account Info”
7. Click the “Insert New” button
8. Supply the required bank routing and account numbers, and account type. The numbers are located on your checks. Where? See https://www.merchantamerica.com/help/adm_help_routing_number.html for location.
9. Check the “Student Refund/Accounts Payable” box. You can also have your paycheck direct-deposited by checking the “Payroll” box. (If you already have Payroll Direct Deposit, you cannot add Accounts/Payable. You must insert a new record, even if the deposits are going to the same account).
10. Click the “Save” button, and you’re done! You will receive a confirming email.

Direct deposit is efficient and fast. I encourage all faculty, staff and students who get reimbursements to sign up for this service.