
**Arts & Sciences
Business Center
(ASBC)**

Quick Reference

Purchases and Reimbursements

College of Liberal Arts

College of Education

College of Science

Honors College



Moving Expenses

Moving Reimbursement

- When new employees are hired by the University it may be necessary to offer a relocation allowance to qualified employees. The maximum dollar amount is negotiated during the hiring process and must be included in the new employee's offer letter (*Note: Excess funds are not refundable to the employee.*)
- Departmental agreements for Post Doc workers are processed as **award payments**
- OUS policy does not allow reimbursement of moving expenses for student or graduate employees
- Moving reimbursements may include house hunting, temporary living, meals, lodging, and other miscellaneous moving expenses per IRS regulation
- An OSU moving agreement must be completed and submitted to Business Affairs prior to expenses being incurred
- Taxable moving expenses are processed through payroll and cannot be reimbursed until after the employee's hire date
- General items needed for reimbursement:
 - Original itemized receipts & proof of payment are required for all moving related expenses with the exception of meals
 - Documents/bills & proof of payment for house closing costs, utility connection fees, etc. (\$1500 max)
 - A copy of the approved OSU Relocation/Moving Agreement
 - Travel itinerary

Individual's Responsibility

- Provide all receipts, documentation & itinerary information to the business center.
- Submit all claims to the business center within 6 months of hire date, or by June 30 whichever is first.

The process overview for obtaining access is described at

<http://recycle.oregonstate.edu/business-affairs/FIS-access>

Common systems access can include:

- Banner Finance (FIS), Human Resources (HRIS) and Student (SIS)
- Grant Reporting and Reimbursement System (GRRS).
http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bc/bebc/documents/grrs_quick_reference.pdf
- Cooperative Open Reporting Environment (CORE)
CORE system overview
<https://core.oregonstate.edu/reports/221>

Information Technology Support: All employees supported by ASBC are also supported by one of these Information Technology groups:

- Community Network (CN)
 - (541) 737-8787 option 2. or
<http://oregonstate.edu/is/tss/cn>
- College of Science Information Network (Cosine)
 - (541) 737-5574, or
http://my.science.oregonstate.edu/request_help

Payroll

For information related to payroll expenditures see:

<http://fa.oregonstate.edu/fis-manual/400-expenditures/401-payroll>

Please visit the ASBC website for accounting contacts and other helpful information:

<http://oregonstate.edu/fa/bc/artsandsciences/>

Contract signature authority is delegated to Contracts Officers from the Vice President of F&A. Persons who are not authorized and still sign documents or authorize services on behalf of the University take on personal liability for the commitments made. Ask your Business Center if you have questions about a specific agreement.

Communication Allowance: OSU Faculty and classified staff may be eligible to receive a cash allowance when using a personal cell phone, mobile communication device and/or internet service provider for business-related purposes. The policy is located at

<http://fa.oregonstate.edu/fis-manual/400-expenditures/410-expenditure-types/410-33-communications-allowance>

The Communication Allowance Agreement is linked within that policy.

The Communication Allowance is processed through payroll and is a taxable benefit.

- The allowance cannot be more than 85% of the monthly cost of the service.
- The agreement must be renewed every calendar year.

Grants, Contract and Gift Accounting: OSU's policies related to grants, contracts, and gift accounting are located at

<http://fa.oregonstate.edu/gcg-manual>

Administrative Data Systems Access: Access to Administrative Data Systems is granted based on position need.

Contact your Business Center Finance & Accounting Manager to start the process of requesting access needed for your job duties.

Non-taxable expenses (paid through accounts payable)

- Truck/car rentals
- Common carrier fares (if over 50 miles)
- Storage (first 30 days only)
- Mileage (\$.23/mile if moving more than 50 miles) and/or
- Lodging (if moving more than 50 miles)

Taxable expenses (paid through payroll)

- Salary while house hunting and/or moving (after hire date only)
- Mileage (if moving less than 50 miles)
- Common carrier fares
- Lodging (if moving less than 50 miles)
- Meals
- Temporary Living expenses (Maximum 45 days)
- Storage (after first 30 days)
- Moving company (if moving less than 50 miles)

Miscellaneous: house closing costs, utility hookup, etc. (up to \$1500)

Additional Information

- A list of contracted moving companies is maintained on the Procurement and Contract Services' (PaCS) Buy Orange website: <http://pacs.oregonstate.edu/buyorange>
- Fiscal Operations Manual 415: <http://oregonstate.edu/dept/fa/manuals/fis/415>

Moving expense summary tables:

<http://fa.oregonstate.edu/asbc/finance-accounting>

Travel

The complete OSU travel policy may be found at:

<http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel>

OSU 2015 Travel Quick Reference Sheet may be found at:

http://fa.oregonstate.edu/files/Baff/Travel/fy15_osu_travel_references_sheet.pdf

The ASBC travel reimbursement form may be found at:

<http://fa.oregonstate.edu/asbc/finance-accounting>

Prior Authorization

- **Foreign Travel** on grant funds needs prior authorization from the department and Office of Sponsored Research and Award Administration (OSRAA).
 - Downloadable Foreign Travel authorization form is at:
<http://fa.oregonstate.edu/business-affairs/travel>
- **International Flights** – Foreign travel charged to Federal funds must comply with the Fly America Act. U. S. flag air carriers must be utilized when the airfare is paid with federal funds – this includes “flow through” funding. The OSU Fly America Act policy, and the mandatory Fly America Act Waiver Checklist are located in GCG manual 209-09 at <http://fa.oregonstate.edu/gcg-manual/200-specific-administration-award/209-policies/209-09-fly-america-act-federally-funded>
- **Other Travel:** Follow departmental travel guidelines. Written travel authorization must be obtained from the dept. head, chairperson, or director prior to travel.

Reimbursement

- The traveler must submit a reimbursement request within 60 days of the completion of travel, but no later than the close of the fiscal year (June 30) in which the travel occurred. Under no

your business center finance and accounting manager for assistance.

- No-cost Extensions, OPAS forms – Contact your accountant whenever you have a question regarding a grant. The OPAS form is located at:

<http://research.oregonstate.edu/opaa/opasno-cost-extension>

Other

Administrative Policies & Procedures Manuals: OSU’s various policies and procedures manuals are located at:

<http://fa.oregonstate.edu/administrative-policies-procedures-manuals>

Budget, Purchase and Contract Signature Authorities: The policy for these authorities is located at:

<http://fa.oregonstate.edu/pacs-manual/200-authority-and-records/202-authorities>

Budget Authority is delegated by the Office of the Provost to the unit head or delegated person responsible for a university index and who must approve the expenditure of funds from that index. If budget authorities want to further delegate authority to authorize expenditures, contact your Business Center.

Purchase Authority is based on dollar threshold and type of purchase.

Grants and Other Funding

Proposals: The Office of Sponsored Research and Award Administration (OSRAA) has oversight for all proposal submissions at OSU. Their website is: <http://research.oregonstate.edu/osraa>

- Proposals are submitted through Cayuse and must include project narrative and a budget.
- Cover page and contact information can be found at <http://research.oregonstate.edu/osraa/proposal-preparation>
- OSRAA requires a minimum of three working days to review and approve proposals.
- OSRAA provides periodic training sessions on Cayuse. Current training opportunities can be found at <http://research.oregonstate.edu/osraa/educationtraining>
- ASBC provides assistance with creating and/or reviewing budgetary information.

Monitoring: The PI (Principle Investigator) is ultimately responsible for monitoring his/her grants, but ASBC is available to help.

- Monthly Reports – ASBC accountants are the primary contact for the PI and are go-betweens between the PI and the Office of Sponsored Research and Award Administration (OSRAA). Additionally, ASBC accountants provide monthly status reports to the PI by the 25th of the following month.
- Grant Reporting and Foundation Reimbursement Systems (GRRS)
- GRRS provides individuals with current financial status of their grant funds. Requires ONID login to access GRRS is located at <https://bfpsystems.oregonstate.edu/bfponline/Default.aspx>
- If you are having difficulties accessing your online grant reports or wish to delegate monitoring to a research assistant, please contact

circumstances can a reimbursement request be processed after the close of the fiscal year in which the cost was incurred.

- When two or more employees travel together, it may be expedient for one employee to pay and claim reimbursement for certain expenses of the other employees. Examples are:
 - There is a single charge for a group (e.g. road or bridge toll, parking fee taxi fee)
 - Two employees share a room. One may pay the bill and claim the actual amount (with original itemized receipt) up to the combined lodging allowance.

Airfare

- **Contracted travel agencies:** ALL travelers are strongly encouraged to use contracted agencies (“Buy Orange”) to purchase airfare to take advantage of various methods of cost savings for OSU. Current contracted travel agencies are:
 - **Azumano Travel 800-334-2929, local 541-757-9792**
<http://www.ciazumano.com/osu/>
 - **Teel’s Travel 800-233-3225, local 541-758-0814**
<http://www.travel-planners.com/default.asp?sid=31628&pid=50027u>

Authorized department personnel will work with travel agencies to charge airfare directly to an index. Other benefits from using contracted agencies are:

- Agencies can provide assistance when travelers are on the road.
- Fewer out-of-pocket expenses while waiting for reimbursements.
- Airfare for cancelled trips will be credited back to department.

- **Purchasing Airfare from a Non-Contracted Vendor:** Travelers also have the option to purchase airline tickets from a vendor other than a contracted agent. Purchase of airfare can be done with a corporate card, personal credit card or travel card. If an OSU compensated traveler (OSU staff or faculty) chooses to utilize an outside source for air travel, the traveler must do so in an economical and reasonable way. Only regular, coach class fares are allowed to be used (additional charges for upgrade or premium seats will not be reimbursed). Note: if the traveler chooses to use a non-contracted vendor and chooses to pay for it personally, the traveler (not OSU) will be responsible for cancellations, itinerary changes, or other charges unless necessary for OSU's business needs or are outside the control of the traveler.
- **Mix business and personal trip:** OSU will pay for business portion of the trip only. Please arrange with travel agency to personally pay for the non-business portion of the trip.
- **Mileage in lieu of airfare:** Travelers need department approval prior to using private vehicle in lieu of airfare. A written quote from one of the OSU contracted travel agencies is **required**. OSU will reimburse mileage up to the amount of the airfare and associated reimbursable expenses had the traveler flown to the destination.

Conference Registration

Check with your p-card custodian or office manager to use department credit card for conference registration fees. Departmental credit cards are the preferred method of payment for registration fees. If paid by personal funds, the employee cannot be reimbursed until after the conference and/or the trip are complete.

Corporate Travel Card

Corporate Travel Cards are issued to employees to pay for reimbursable travel expenses such as meals, lodging and miscellaneous expenses while the employee is on official university business.

Maximum hosting meal allowance:

Breakfast	\$13.00
Lunch	\$13.00
Dinner	\$26.00
Gratuity	up to 15% of the allowable charges

In cases where restaurant menu prices cannot reasonably accommodate these limits, Unit Directors may authorize higher limits as outlined in the Deans' Memos of Understandings located on the following website (under Hosting):

<http://fa.oregonstate.edu/asbc/finance-accounting>

The 15% limit does not apply when the establishment adds a service charge in lieu of gratuity. Any portion of tips or fees above these limits will NOT be reimbursed.

- *Specific to the College of Liberal Arts, Education and Honor's College, reimbursement for a hosted meal will be limited to the hosted guest(s) and up to 3 OSU employees unless authorized by the College Dean.*
- **OSU WILL NOT pay for alcoholic beverages.** You must have prior approval from your department to use foundation funds for the purchase of alcoholic beverages. Alcoholic beverages must be separated out and submitted to the business center for direct payment through the OSU Foundation.

Individual's Responsibility

- Check with the business center for hosting procedures.
- Obtain itemized receipt from vendor and forward to the business center for processing.
- Provide names of guests/employees, purpose of function, date/time (5-W's: who, what, why, where and when).

Buy Orange

“Buy Orange” provides information and portal access to OSU Contracts for goods and services. Time, resources and monetary savings are realized when purchasing from an already established OSU Contract. Except for purchases in which Bureau of Labor and Industries Prevailing Wage Rates would apply, purchases up to \$5,000 may be made directly against these Contracts without having to go through PaCS or utilizing a Banner Purchase Order. Purchases above \$5,000 require a Banner Purchase Order, but competitive bids are not required!

<http://pacs.oregonstate.edu/buyorange>

For Additional Procurement and Contract Services Policies and Procedures see <http://oregonstate.edu/fa/manuals/pacs>

Hosting

Employees may serve as hosts for official university guests such as job candidates, visiting scientists, dignitaries and seminar speakers.

Employee’s spouse or other family members’ meals are NOT reimbursable UNLESS a job candidate or official guest is accompanied by a spouse or other family member (in this case, **only the hosting employee** may bring his/her spouse or family member). Use one of the following methods for payment.

- **Direct Bill to OSU:** Some local restaurants will allow individuals take the receipts back to the department for payment. It is very important to submit these invoices to the business center for payment as soon as possible. Contact your department manager or the business center for a current list of these restaurants.
- **Use of Personal Funds:** If a vendor does NOT agree to bill an OSU department, employees must pay out-of-pocket and will be reimbursed for expenses related to hosting.

- Traveler is financially responsible and solely liable for the charges.
- Full amount of employee’s statement is due on billing.
- Corporate card user agreement and application forms are at <https://oscar.oregonstate.edu>; select “Travel”.

Meal per diem

- Travelers may request per diem for meals, unless meal expenses were included in the conference registration, or department has formal approval to pay less than OSU’s meal per diem for all employees in the department. Current meals per diem are generally \$52 per day, or as listed in the per diem rate sheet at: http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us
- **High Cost Locations:** High Locations list: For a complete list of high cost locations, see: <http://fa.oregonstate.edu/business-affairs/travel>
- **One day trips:** Breakfast and/or dinner on a one-day trip are reimbursable at per diem rates as a **taxable benefit** if the itinerary supports departure/return time as 2 hours prior to/after his/her regular work shift.
- **Lunch is never reimbursable on a one-day trip.**

Lodging

- **Lodging per diem (based on location)** may be used in lieu of receipt to substantiate lodging expenses if permitted by the department/school/college policy and may be subjected to restriction from grants. For the latest lodging per diem, see http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us
- **Actual Lodging receipts:** Most departments require actual lodging receipts for reimbursement. **An itemized hotel receipt is required. A credit card slip is not a valid receipt.** Reimbursement is for actual cost up to per diem amount.
- **Conference Lodging:** If conference lodging is higher than lodging per diem, traveler must attach a conference brochure that shows single conference lodging rate to be reimbursed at actual (higher)

cost. Lodging is sometimes included in conference registration fees and may be allowable when exceeding per diem rates.

- **Special exceptions:** On occasion, lodging expenses over the per diem amount will be reimbursed for extenuating circumstances, which are properly documented and approved by a dean or school director. (Example: Special room for interviewing purposes)
- **Non-Commercial Lodging** - Travelers utilizing non-commercial lodging facilities (e.g.: travel trailer, motor home, staying with family members or friends) are provided a daily payment of \$25.00 regardless of duration or location.
- **See lodging policy at:**
<http://oregonstate.edu/dept/fa/manuals/fis/411-03>

Supplies/Services while traveling

Travelers may be reimbursed for non-personal supplies and services purchased while on travel status (pens, paper, duplicating, fax, etc...) Receipts are required if purchase is greater than \$25.00.

Personal Phone Calls

Travelers may be reimbursed for telephone calls to his/her personal residence the first day of travel and every other day afterward, up to 5 minutes or \$5.00 per call, whichever is less.

Foreign Travel Medical Emergency card

An OSU employee traveling in foreign countries should go to the following web site to review policy, register his/her trip and possibly purchase travel insurance: <http://risk.oregonstate.edu/international/>

Foreign Travel on Federal Funds

- Restrictions apply to airfare; check with your business center prior to any purchases or commitments.
- See Fly America Act:
- <http://fa.oregonstate.edu/gcg-manual/200-specific-administration-award/215-travel-sponsored-projects>

- Submit signed reimbursement request and backup documentation to the business center for processing.

Services less than \$5,000

Check with the business center **before** engaging any professional service provided by a vendor.

Professional Service INVOICE (PSI): PSI's are short-term contracts approved by the department. A vendor may have 5 separate and distinct PSI's per calendar year with each department. Total amount of all PSI's per calendar year is limited to less than \$5000.00.

- **Restrictions:**
 - NO installment payment of the same PSI.
 - NOT for OSU Employees, Federal employees or Non-US Citizens.
 - NOT for High risk services due to liability exposures to OSU, such as helicopters, hot air balloons, etc.
 - NOT for reimbursements of expenses only (use personal reimbursement form).

Personal Professional Service CONTRACT (PSC): PSC's can be a single-use or a long-term contract that include multiple payments. Agreements **MUST be approved by PaCS BEFORE work can begin.**

- **Non-Citizen Contract:** Professional service provided by Non-US Citizen, regardless of amount, must be approved by PaCS. Taxes may be withheld from the payment to comply with IRS rules.
- **Other Services Agreements:** Equipment rentals/leases, credit applications, maintenance and other service related agreements must be reviewed and signed by an authorized OSU PaCS contract officer only, NOT at the departmental level.

For more information on PSI and PSC, see

<http://pacs.oregonstate.edu/procurement/personal-and-professional>

manager) make small purchases (normally less than \$100) with personal funds and then subsequently submit for reimbursement. See <http://fa.oregonstate.edu/fis-manual/400-expenditures/407-personal-reimbursements>

The practice of personally paying for services and equipment directly by employees is strongly discouraged. Convenience and/or a lack of proper planning are not legitimate reasons to circumvent OSU purchasing channels. In addition, use of a personal credit card to make purchases with the intent of earning rewards program points and/or benefits is strictly prohibited.

All reimbursements must be submitted for payment within 60 days of incurring the cost or after the conclusion of the travel/field-work during which the expenditure was made. The expense reimbursement must be submitted in the appropriate fiscal year so that the costs will be recorded appropriately for financial statement purposes. The fiscal year ends June 30th.

- **Personal Reimbursements cannot be used for:**
 - Services such as maintenance, repairs, copying, advertising,
 - Purchase of gift certificates,
 - Test incentive payments,
 - Incentive payments to IRB human subjects, or
 - Equipment rental.
- **Special Exceptions:** Reimbursements over the \$100 limit can be reimbursed for extenuating circumstances, which are properly documented and approved by a dean or school director (Example: printing costs over the \$100 when out of town on an OSU authorized trip, conference etc.). Only purchases directly related to OSU business purpose will be reimbursed.

Individual's Responsibility:

- Get itemized receipts; a personal credit card charge slip is NOT valid.

- **All foreign travel on grants requires approval from OSRAA prior to travel.** The form is located on the OSCAR website, <https://oscar.oregonstate.edu/>; "Downloadable Forms"; "Foreign Travel on Grants Authorization."
- Contact the business center for questions.

Car Rental

- Whether you travel in-state or out-of-state, it is recommended that the employee use contracted agencies. Use of **OSU University Motor Pool** is preferred for local car rental (541-737-4141).
- **OSU "Buy Orange"** (OSU contracted agencies) vendors include: Enterprise and National car rental agencies and can be found on the Buy Orange website: <http://pacs.oregonstate.edu/buyorange>
- **Collision damage insurance must be purchased at the employee's expense when not using a contracted agency.**

Individual's Responsibility

- travel authorization pre-approval form (if applicable)
- travel itinerary
- conference announcement or agenda
- travel reimbursement request form
- airfare itinerary
- all lodging receipts
- conference registration receipts
- car rental receipts or public transportation receipts
- all other reimbursement request receipts

Travel Advances

- May be provided on a limited, per circumstance basis, where travel is for five or more consecutive days. Contact the business center for more information or review the OSU FIS policy at: <http://fa.oregonstate.edu/fis-manual/400-expenditures/407-personal-reimbursements/407-08-travel-advances>

Purchasing

Employees are encouraged to use a departmental procurement card (**P-card**) or **auto pay** vendors for OSU business related purchases, as this saves both time and money for the university and does not require out-of-pocket expense for the employee.

Procurement Card

P-Card: Provide your office p-card custodian or office manager with the pertinent information, such as vendor name, item names/numbers, and index (and activity code). The card custodian will make the purchase for you or assist you with the purchase (depending on the department) and charge the purchase to the P-card. More information regarding P-Card policy, information and restricted uses are located at:

<http://fa.oregonstate.edu/business-affairs/financial-accounting-analysis/osu-purchasing-card>

Auto-Pay Vendors including OSU Bookstore

You may find a complete list of OSU Auto-Pay vendors at:

<http://fa.oregonstate.edu/business-affairs/university-vendors>

Individual's Responsibility:

- know your index and activity code before using store account
- vendor will require OSU ID when making purchase and
- Forward itemized receipt(s) to the business center.

OSU Internal Service/Supplies

Below are OSU departments that provide supplies or services to other OSU departments and bill the receiving department. All you have to provide is the appropriate index (and activity code). Check with your departmental staff or the business center if you have any questions.

- Chemistry Store
- Printing and Mailing
- Motor Pool
- Catering Services – Housing and Dining
- OSU Conference Services
- Hazardous Waste
- Space Rental – MU, LaSells Stewart center, CH2m-Hill Alumni Center

Direct-bill to OSU

Vendors send individual invoices to the business center for supplies or services purchased by authorized personnel.

• **Individual's Responsibility:**

- If your purchase is greater than \$5,000, a system purchase order must be generated before making your purchase. Contact the business center for the specific procedures to follow.
- If you are purchasing equipment or furniture that is attached to the wall/floor/building and you are located in a BOLI building, contact the business center before making any purchase no matter the cost of the purchase.
- For purchases less than \$5,000, follow your department's purchasing policy.
- If your department has you place your own orders, submit signed receipts/packing slips to the business center.
- Departments will submit individual invoices to the business center for payment as invoices are received.

Personal Reimbursements

Use of a Departmental Procurement Card (see FIS 408-01 Procurement Cards) or OSU's Auto Pay Vendors (see FIS 801-04 Auto Pays) are the preferred methods for OSU business related purchases.

On the occasion that logistical reasons or extenuating circumstances preclude the use of normal OSU purchasing processes or protocols, or the unit does not have petty cash, employees may (with approval from his/her