

PCPS
Payment Services Handy Travel Processing Tips
(May 9, 2012)

Most Problematic

1. Ensure that your vendor/traveler is registered in FIMS/MAP with the correct name and address, often times the "remit to" address and/or the traveler's address has been updated in the WVU Payroll System but not in FIMS/MAP.
2. Separation of line items is a must on State funded Travel Settlements, for example Travel/5301101, car rental/5301111, and gas/5015312. Travel to WV from another state should be coded using 5301101/Travel Within WV.
3. Separate Travel Settlements are required for split funded trips (State and Research). The original receipts must be attached to the State funded Travel Settlement with copies being attached to the RC funded Travel Settlement. Both Travel Settlements should be submitted at the same time.
4. All changes made to an invoice/Travel Settlement must be initialed by the person making the change and beside each item that is affected.
5. An Employee's Official Headquarters is the employee's main place of employment, a Candidate's Official Headquarters' is listed as their home address.

Receipts Issues

1. When submitting your receipts keep in mind that we need to be able to scan all items on a single page scanner, smoothly tape receipts without covering the writing on the receipts and always make sure you copy the back portion of a page if it is two sided.
2. The traveler only needs to certify original receipts which are copies. Electronic receipts are acceptable as originals.
3. If receipts are for foreign travel, and the expense is not in USD, you must show the exchange rate on the receipt (<http://www.oanda.com/currency/converter/>).
4. It is recommended that small receipts be carefully taped "on all sides" to a plain sheet of 8 ½ X 11 paper so that they do not get lost and are able to be easily scanned. You must ensure that the tape does not cover the printing on the receipt. Use one side of the paper only.

5. Meal receipts are only required for Guardian travel. (See Section 7, 7.2 of the WVU Travel Guidelines)
6. Receipts are not required by Payment Services for items that are considered a personal expense or items being paid for by an outside agency. Note: The amount for these types of expenses should be listed as PE (personal expense) or NC (not claiming) on the Travel Settlement.
7. Payment Services only needs the original Travel Settlement along with all required receipts. A copy of the Travel Settlement is no longer a requirement.
8. When submitting double sided receipts please make a copy of the back of the receipt, this will expedite things as everything needs to go through a single page scanner at our end.

Other

9. W-9 and FIMS Registration forms should be mailed separately to Vendor Relations while the Travel Settlements should be addressed to Payment Services. Both Units have the same PO Box 6024, so it is imperative that separate envelopes be used.
10. If a travel settlement is rejected due to a name or addresses change, or for not being registered, do not send back to Payment Services until the FIMS/Map system has been updated.
11. On direct pay travel invoices the MAP funding line needs to be on the front of the original invoice.

[end]