

Procurement Services Announcements

November 28, 2012

1. An agreement between Procurement Services and our Tax Compliance Office has been reached to change the calculation on the 60 day rule for taxable reimbursements.

In accordance with IRS regulations, effective September 1, 2012, any travel voucher not ~~approved~~ received in the Travel Office (voucher and paperwork received in the Travel Office) that is over within 60 days of the trip end date ~~old~~ will be taxable to the traveler. The Travel System will calculate based on the trip end date and will ~~automatically record the taxable expense~~ will be reported to Payroll.

2. Travel System Reports: Pending Trips by Department (replaced Pending Applications by Department)

Rather than showing only pending applications, this report now shows any application or voucher that has been entered but has not been approved by the travel office yet. There is a column that shows how many days remain until the voucher is taxed. From the moment the trip is entered up until the trip end date, this column will show 'n/a'. After that, it shows how many days are left to get it in before the taxable deadline.

- If there are less than 30 days remaining, the row is highlighted yellow.
- If there are less than 15 days, the row is highlighted orange.
- Once it hits the deadline, the column will be highlighted red and show 'Taxable'.

FY12 trips were not excluded from this highlighting scheme; however, the taxable status will only be enforced on FY13 trips and above.

Pending Applications and Vouchers By Department						
The following is a list of trips which are pending for the selected department. Your department is selected by default. To view another department, change the drop down list selection and click View.						
The right-most column titled "Days Until Taxed" indicates how many days until the voucher reimbursement is taxable. In accordance with IRS regulations, any voucher not approved by the travel office that is over 60 days old (calculated from the end date of the trip) is taxable to the traveler. NOTE: The taxable status will only be enforced for trips beginning with a "13" number, i.e. trip IDs 1300001 and up.						
Choose a department: <input type="text"/> <input type="button" value="View"/>						
Travel ID	Traveler's Name	Travel Dates	Destination	Preparer	Status	Days Until Taxed
1300899		12/2/2012 - 12/6/2012	New York, NY		Application Complete	n/a
1300974		1/5/2013 - 1/9/2013	Nashville, TN		Application Submitted	n/a
1301503		9/7/2012 - 9/9/2012	Austin, TX		Voucher Approved by Dept Approver(s)	Taxable
1301535		9/28/2012 - 10/2/2012	Orange County, CA		Voucher Submitted	11
1301565		10/1/2012 - 10/2/2012	San Antonio, TX		Voucher Submitted	11
1301616		9/20/2012 - 9/22/2012	Austin, TX		Application Complete	1
1302091		2/2/2013 - 2/9/2013	Kona, HI		Application Submitted	n/a
1302113		10/1/2012 - 10/1/2012	Houston, TX		Application Complete	10
1302551		10/19/2012 - 10/19/2012	Dallas, TX		Voucher Approved by Dept Approver(s)	26
1302733		10/25/2012 - 10/25/2012	Dallas, TX		Application Complete	34

- Employees of Texas institutions of higher education who travel on official business may claim exemption from the six percent state hotel occupancy tax. A completed Texas Hotel Occupancy Tax Exemption

Certificate (Form 12-302) should be presented to the hotel at check in to claim the exemption. Any local hotel occupancy tax imposed; however, must be paid. The form is available on the Travel Services website under Travel Forms <http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp>

- We are in the process of reviewing Travel policies and will be changing the current policy of not allowing students to obtain an advance without going through a group sponsor. Problems in the past with obtaining repayment of an advance balance due to the University initially forced our offices to enforce this policy. We are currently working with the Registrar's office to put a hold on a student's account if a reimbursement to the Travel Office is overdue. The hold will not allow the student to register for classes or obtain a transcript until the reimbursement is paid. A notice will be sent to Travel Preparers when this is finalized. Please contact kay.wall@ttu.edu if you need to be added to the Travel Preparers distribution list.

3. Staples Punch-out – November 30, 2012

4. Ship-to codes – there will be an announcement and training in the next month on setting up ship to codes. Many people are using the Central Receiving Ship to and then entering your building name and number in the "room Number" field. This is causing serious shipping problems. Many automated vendors don't read the ship to addresses, but electronically receive the ship to code number. By using Central Receiving, it is throwing off the shipments.

Please see our training guide:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Ship%20to.pdf>

5. New Procurement Services staff member – Patricia Simmons will be joining our team on Friday, December 7, 2012 as the new TechBuy support coordinator.
6. New AP workflow module coming soon. This new module will let us set various invoice thresholds. It will also allow us to have receiving workflow rules. So, for instance, we might have 3 way matching for a certain department or three way matching for certain vendors. We will have more information after the holiday break.
7. Staples – Staples is working on securing a new vendor for shipping. We will have additional information once it becomes available. We hope this will help with many shipment problems. Also, they have provided us with the top 500 discount products. The Purchasing team will be evaluating this discounted list against other vendors and other contracts to ensure we are getting the best pricing on our core products.
8. Vendor Fair – our Vendor Fair for our TechBuy prime contracted vendors is going to be on Tuesday, March 26, 2013 at the Student Union. More information will be coming on this. Please save the date.
9. The holiday deadlines will be posted on the Procurement Services website under News.

<http://www.depts.ttu.edu/procurement/news/>

10. Future dates for the Procurement Services Forum are (NEW LOCATION):

- No December meeting