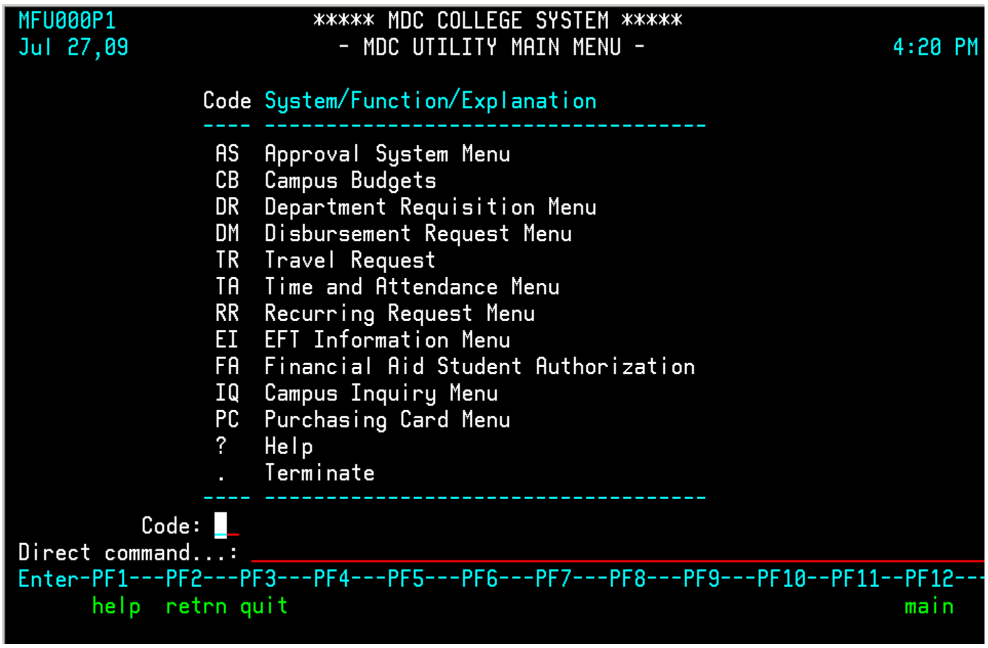
ACCOUNTS PAYABLE

Disbursement Request
Miami Dade College Campus Menu
Path: CM

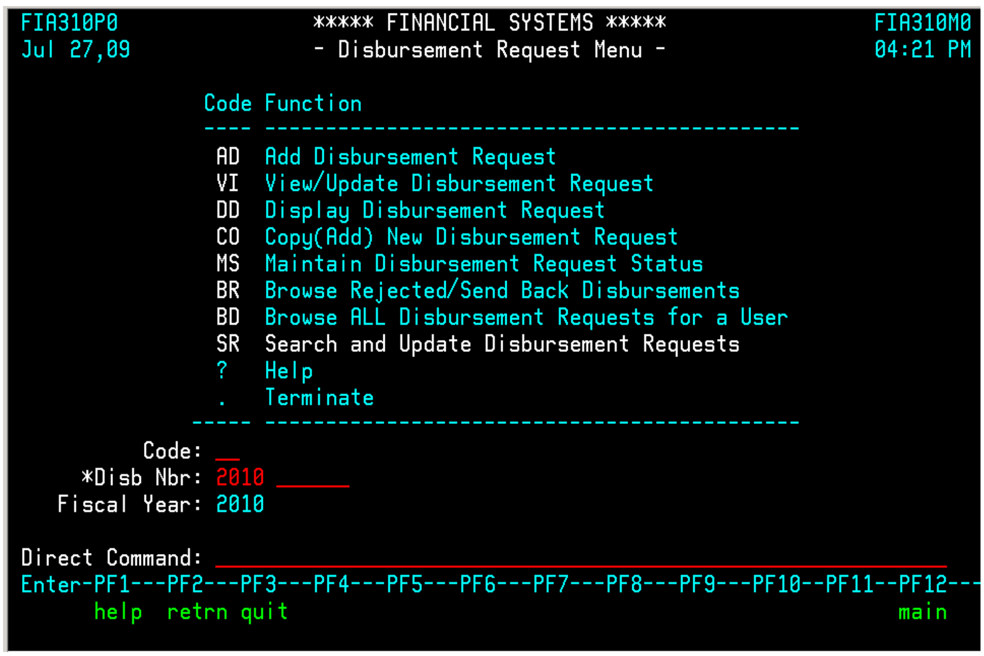
The following screen is the main menu of the functions that you will be accessing to help you accomplish your tasks in the Odyssey system. Since this section of the guide focuses on the request for payment, you will go to the **Disbursement Request Menu**.

Your cursor will be positioned on the right of "**Code:**" - type **DM** and press **<ENTER>**.



Disbursement Request Menu
Path: CM DM

The **Disbursement Request Menu** contains seven major functions that allow you to request and track purchases of goods and services charged to your account number. This menu will allow you to create and modify a disbursement request, as well as send it for approval and monitor its progress in the system. This menu will be available to you if you are defined to the Odyssey system as a Preparer. Notice the **Codes** listed on the left side of the menu screen. To select a specific function from the menu, type the two letter code for one of the following functions in the space next to **'Code:'** and press **<ENTER>**.



The function and general description of each module is as follows:

AD Add Disbursement Request

This screen is used to enter a Disbursement Request. The main purpose of this module is to initiate the payment process for goods and services charged to your Qual1 (account number).

VI View/Update Disbursement Request

This screen allows you to select a Disbursement Request and modify as needed.

DD Display Disbursement Request

This screen allows you to display and view a Disbursement Request.

CO Copy (Add) New Disbursement Request

From this screen, you select an already created disbursement that you wish to copy. After making revisions, a new disbursement is created.

MS Maintain Disbursement Request Status

This screen will show the current status and allow you to change the status of an existing Disbursement Request. You can cancel or place the request on-hold; if the request is canceled it can be un-canceled with the "open" status code. Once the request is approved the status cannot be changed.

BR Browse Rejected/Sent Back DR's

This screen displays ONLY Rejected or sent back disbursement requests that were entered by the preparer. You can display, modify or change the status of the disbursement.

BD Browse All Disbursement Request for a User

This screen displays all disbursement requests entered by the preparer, by status. You can modify, display or change the status of the disbursement.

SR Search and Update Disbursements

This menu allows you to display, search, modify or find check information for disbursements by status, payee-Id, disbursement request number, pay-to name, request type, contact name, account number, or invoice number.

Quick Steps in Disbursement Request Process

1. Go to ADD Disbursement Request.
    - Enter CM DM AD in the direct command line or enter AD at Disbursement Request Menu.

2. Enter required information and press <ENTER>. (See special instructions for Travel and Invoice field).

3. Press <PF5> to send for approval and commit the funds to the General Ledger.

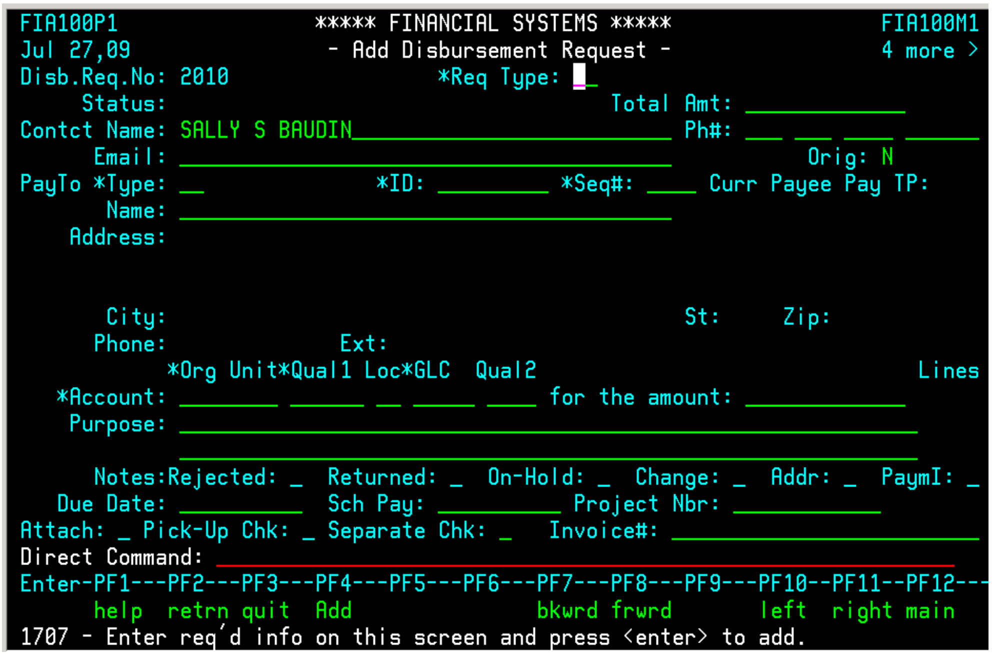
4. Send the **original** vendor invoice to Accounts Payable in the red envelope with print-screen of disbursement request. No statements, faxes, quotes, estimates or pro-forma invoices will be accepted.

5. Check your Browse Rejected and Sent Back DR's screen periodically.
    - Enter CM DM BR in the direct command line or enter BR at Disbursement Request Menu.

After it has been approved, Accounts Payable will review and match the invoice with the disbursement request number on the system and process it for payment.

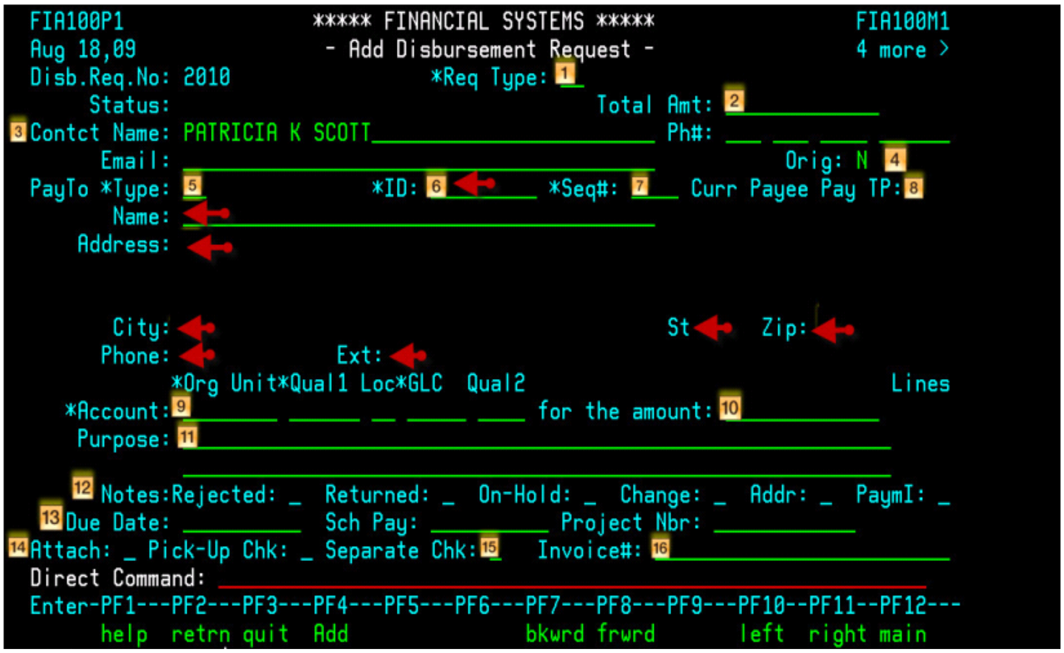
Create/Maintain Disbursement Request
Path: CM DM AD

A Disbursement Request is created and maintained by a designated person called the preparer. It is used to begin the payment process for goods and services charged to your Qual or departmental budget. To enter new disbursement requests, type **AD** in the code field at the Disbursement Request Menu and press **<ENTER>**, or **type CM DM AD** at any Direct Command line within the system and press **<ENTER>.** The Add Disbursement Request screen will display.



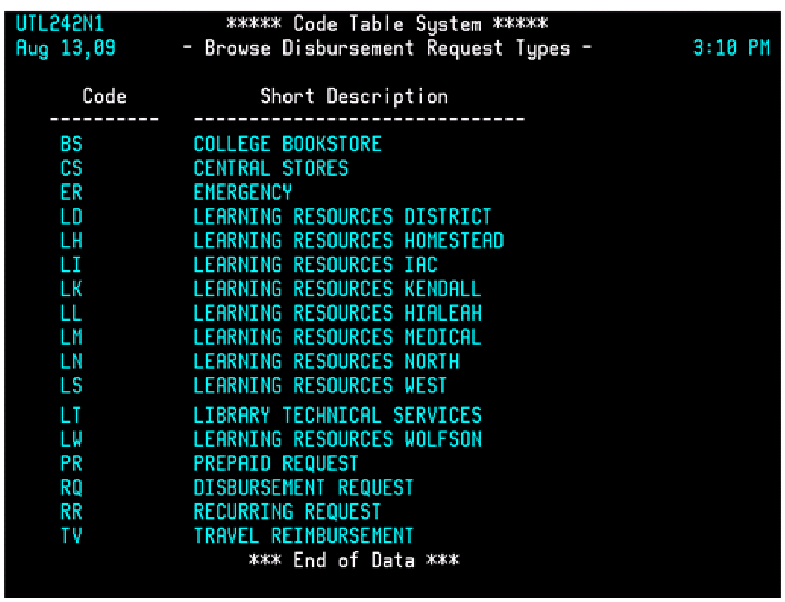
Screen navigation: Use the **<TAB>** key to move from one field to the next - avoid using the mouse. Use the **<Shift>** key plus the **<TAB>** key to move back to the previous field. To take your cursor to the first field at the top of the screen, press the **<HOME>** key.

Help: Any field that has an asterisk **(*)** next to it contains help - press **<PF1>**. You may scroll vertically down the pop-up help list by pressing **<ENTER>** or **<PF8>**. By pressing **<PF7>** the help list will scroll vertically up. Use your up-arrow key to place the cursor on the item of your choice and press **<ENTER>**; your choice will populate the field.



Following is a description of the fields and their functionality:

1 *Req Type-- A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. To choose one from the following table, place the cursor in the field and press <PF1> to access the help screen. The screen defaults to RQ (Disbursement Request), unless a choice is made from the help screen. *This is a **required** field.*


UTL242N1 ***** Code Table System *****
Aug 13,09 - Browse Disbursement Request Types - 3:10 PM

Code	Short Description
BS	COLLEGE BOOKSTORE
CS	CENTRAL STORES
ER	EMERGENCY
LD	LEARNING RESOURCES DISTRICT
LH	LEARNING RESOURCES HOMESTEAD
LI	LEARNING RESOURCES IAC
LK	LEARNING RESOURCES KENDALL
LL	LEARNING RESOURCES HIALEAH
LM	LEARNING RESOURCES MEDICAL
LN	LEARNING RESOURCES NORTH
LS	LEARNING RESOURCES WEST
LT	LIBRARY TECHNICAL SERVICES
LW	LEARNING RESOURCES WOLFSON
PR	PREPAID REQUEST
RQ	DISBURSEMENT REQUEST
RR	RECURRING REQUEST
TV	TRAVEL REIMBURSEMENT

*** End of Data ***

Type	Disbursement Request Type	When to Use
BS	College Bookstore	NOT CURRENTLY USED
CS	Central Stores	NOT CURRENTLY USED
ER	Emergency Request	Used by Accounts Payable only
LD	Learning Resources District	* Computers, Software, audiovisual equipment and related items.
LH	Learning Resources Homestead Campus	* Computers, Software, audiovisual equipment and related items.
LI	Learning Resources Inter Am Campus	* Computers, Software, audiovisual equipment and related items.
LK	Learning Resources Kendall Campus	* Computers, Software, audiovisual equipment and related items.
LL	Learning Resources Hialeah Campus	* Computers, Software, audiovisual equipment and related items.
LM	Learning Resources Medical Campus	* Computers, Software, audiovisual equipment and related items.
LN	Learning Resources North Campus	* Computers, Software, audiovisual equipment and related items.
LS	Learning Resources West Campus	* Computers, Software, audiovisual equipment and related items.
LT		
LW	Learning Resources Wolfson Campus	* Computers, Software, audiovisual equipment and related items.
PR	Prepaid Request	NOT CURRENTLY USED; Services that demand confirmation of payment before services are rendered.
RQ	Disbursement Request	Most frequently used, for example: service agreements, book preview/approval, items already received. etc.
RR	Recurring Request	This is prepared in advanced – commits funds immediately. Used when same payment is made on a scheduled date
TV	Travel Reimbursement	DO NOT USE this type– GO TO TRAVEL REQUESTS (Must accompany P2; travel disbursements, mileage reimbursement)

2 Total Amt-- The dollar amount of the payment to be made. Do not use '$' (dollar signs) or commas; only use the decimal sign if you need to enter cents. Press the **<TAB>** key to advance to the 'Contct Name' field. *This is a **required** field.*

3 Contct Name-- This defaults to the person creating the disbursement. The same person's phone number and e-mail address should fill in automatically. This field can be changed to a different contact. Press the **<TAB>** key to advance to the 'Orig' field. *This is a **required** field.*

4 Orig-- The default is N. Once "Completed", if the original request has been modified, a **">"** will appear. Enter "Y" to see original request.

5 PayTo *Type-- A code that represents the type of individual or organization the payment is being made to, such as C (Customer), E (Employee), N (Non-employee), S (Student), or V (Vendor). Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. Press the **<TAB>** key to advance to the 'ID' field. *This is a **required** field.*

6 *ID-- The unique number that identifies the type of payee. When a valid ID number is entered in this field, the **Name, Address, City, State, ZIP, Phone#,** and **Ext** fields are automatically populated with the data on file in the Finance System. Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. *This is a **required field**.*

> Help on this field is based on the payee type. If the payee type is 'E', 'N', or 'S', a pop-up screen will offer two options - search by name or enter social security number. The payee ID will be a student number (a letter followed by 8 numbers) or a personal ID (9 numbers). If the payee type is 'V', or 'C' the payee id will be a vendor number (9 digits). Help for 'V' and 'C' is a search by name only.
>
> **Important to note:** The system does not allow you to input an ID that is not attainable in the pop-up screen. You must exit the document by pressing **<PF2>**. If you want a vendor added, you must complete the "Vendor Modification Sheet" and send or fax (7-0024) it to the Purchasing Department. They will enter it into the vendor system table so it will be available for you to select in the pop-up help screen. If you are trying to input a student that is not listed in the pop-up screen, call the Registrar's

office for help. If you are dealing with an employee that is not listed in the pop-up screen, call Human Resources for help.

7 *Seq#-- The **Seq** field number is system generated and automatically defaults to '01' for a vendor payee type if the payee has more than one address or subsidiary company linked to its ID number. The Seq (sequence number) identifies the address where the payment is sent. Place the cursor in the field and press <PF1> to access the help screen if you wish to send the payment to a different address.

8 Curr Payee Pay TP-- Default is CHK. What the payee is eligible for at the time of viewing.

9 *Account-- The 25-digit department budget number to which the disbursement will be charged. The account number is comprised of the *Org Unit, *Qual1, Loc, *GLC, and Qual2 numbers. Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen.

> **Account No**. - E*xample:* _________ N12345 __ 61234 _____. The O**rg Unit, Qual1, Loc, and GLC** field are where you will enter your department account number. Press the **<TAB>** key one time to advance the cursor to the second space of the account field for which the disbursement will be charged and enter the six position **Qual1** (qualifier 1 - college department number); then press the **<TAB>** key again and in the fourth space type the five position **GLC** (general ledger code **-** formally referred to as the object code.) The fifth space (Qual2,) under most circumstances is left blank. When you press **<ENTER**> the **Org Unit** in the first space and the **Loc** (location) in the third space will populate. At the bottom of the screen a message will display "Org Unit/GL Account Successfully selected." Press **<TAB>** until your cursor rests on the 'for the amount' field. *This is a **required** field.*

10 For the amount-- The dollar amount or portion of **2 Total Amt** to be charged to **9 Account No**. Additional account numbers and portions of the **2 Total Amt** may be listed on subsequent pages (panels) of the disbursement request and are indicated by the **4 more** > message in the upper right corner of the screen.

11 Purpose-- A detailed description of the reason the disbursement request is being created, please include date of service. If additional lines are needed to enter the purpose, press F11 twice for another panel. Press **<TAB>** until your cursor rests on the 'Invoice #' field. *This is a **required** field.*

12 Notes-- These fields are used as a communication between the preparer, the approver, and the Accounts Payable department. It allows documentation of the various activities involved when processing the Disbursement Request. When you see '>' (greater than sign) in any one of these notes fields, this indicates that there is a comment that you should view. Move your cursor to the '>', type **Y** and press **<ENTER>;** a pop-up screen will display the comment. Also you may add more notes by simply typing over the '>' with any letter and pressing **<ENTER>.** Explanations of these fields are as follows: (*These are **not** required fields.)*

- **Rejected:** indicates that the request was rejected in the approval process by an approver.
- **Returned:** indicates that the disbursement was sent back to the preparer by Accounts Payable.
- **On Hold:** indicates that the disbursement is suspended temporarily or cancelled.
- **Change:** indicates that the disbursement was modified by Account Payable.
- **Address:** indicates the disbursement address was not selected from the system and it was entered manually.
- **PaymI**: Payment notes for Accounts Payable use only.

13 Due Date-- Indicates when the payment is due. The format is MMDDYY.
Sch Pay-- payment will be released on or after this date.
Project Nbr-- used by preparers of Restricted Accounts (Fd. 2) and Unexpended Plant Funds (Facilities - Fd. 7).

14 Attachments-- This field indicates that correspondence must accompany check.

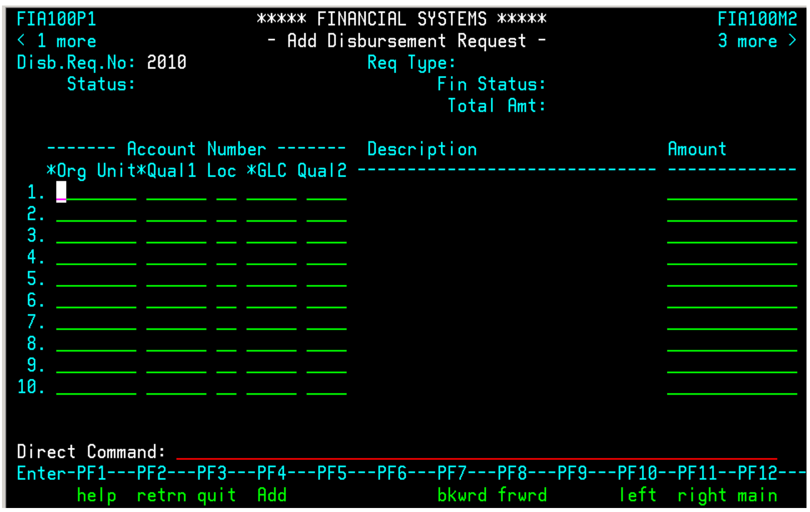
Pick-Up-- This field indicates check requires to be picked up. This procedure requires approval and only done under special circumstances.

15 Separate check-- This field indicates that check needs to be printed separately.

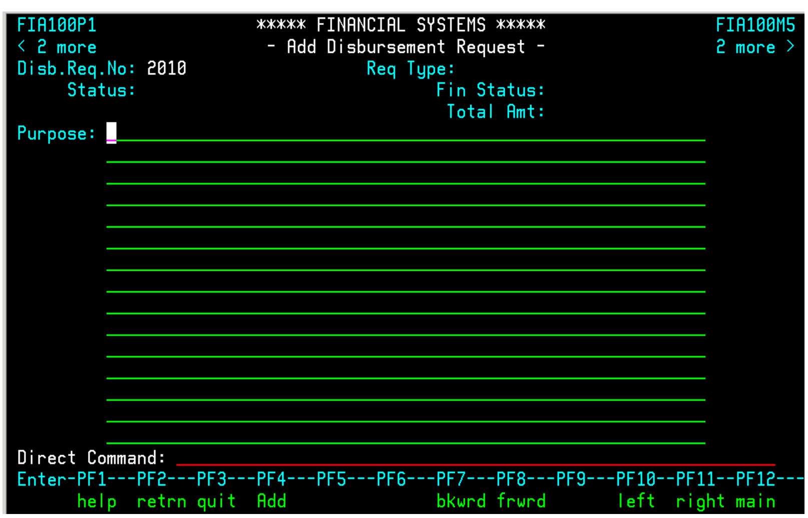
16 Invoice#-- Indicates the vendor invoice number associated with this disbursement. If **<u>no invoice number is available</u>** enter the “MMYY" of the month and year of when the service was rendered. *This is a **required** field and requires some type of entry*.

When you have entered all the required fields and press <**ENTER**>, you will see the message at the bottom of the screen: **"Disbursement Request *YYYY-NNNNNN* added successfully."** There are four other panels that follow.

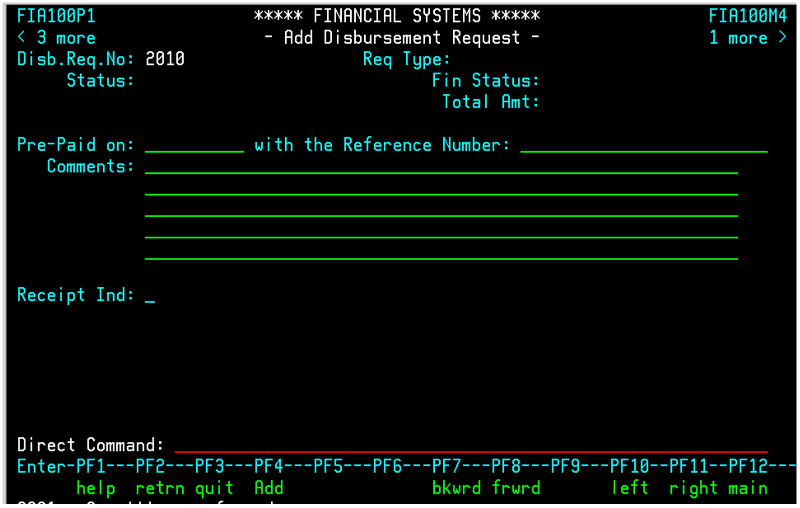
You may press **<PF11>** and go to the next panel as illustrated below. This screen allows you to input multiple accounts if purchasing items where the cost is split between different departments and/or Qual1's or GL codes.



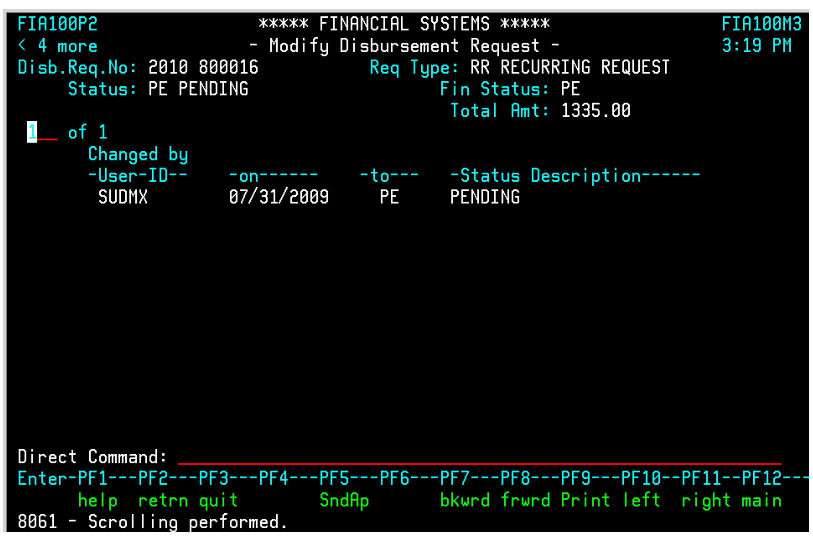
You may press <PF11> again to go to the third panel as illustrated below.
This screen displays additional space to type in any necessary information for the ‘Purpose’ of your disbursement.



The next screen will display Pre-payment information – CURRENTLY NOT USED.



If you press F11 again, you will get the Preparer's ID, date of change(s) and a status description of the disbursement.

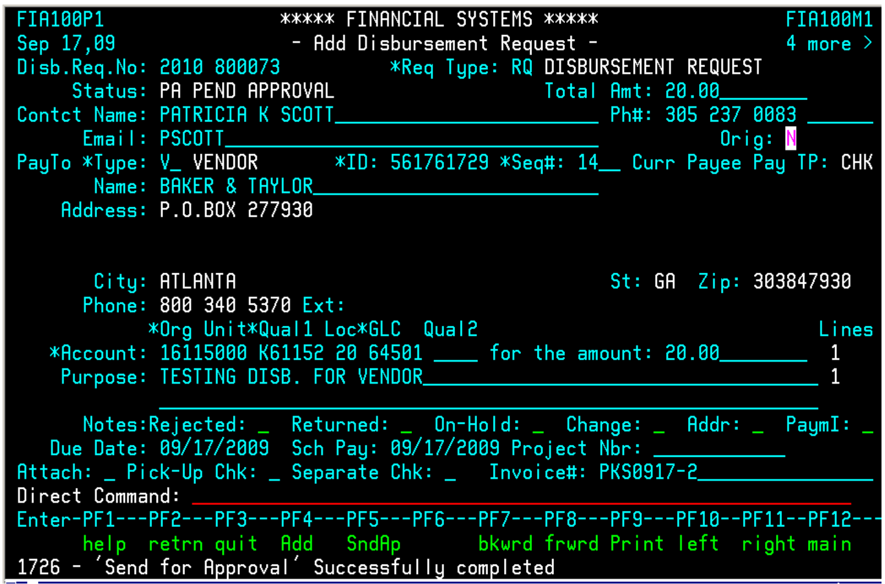


Caution:

Please be aware that if you press **<PF2>** you will be returned to the Disbursement Request Menu.

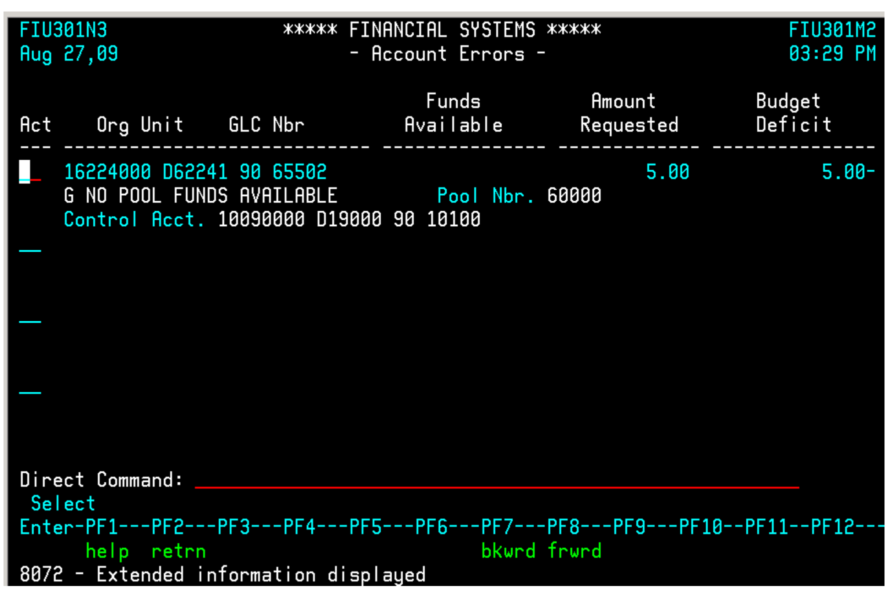
Send Disbursement Request for Approval

From the "Add Disbursement Request" screen, press **<PF5>-"SndAp"** to send for approval. As illustrated below, you will see the message at the bottom of the screen **"'Send for Approval' Successfully completed".** Note that the "Status" field changed to "PA PEND APPROVAL". The system will now forward the request to the next approver.



```
FIA100P1                 ***** FINANCIAL SYSTEMS *****                FIA100M1
Sep 17,09                  - Add Disbursement Request -                4 more >
Disb.Req.No: 2010 800073        *Req Type: RQ DISBURSEMENT REQUEST
     Status: PA PEND APPROVAL                Total Amt: 20.00________
Contct Name: PATRICIA K SCOTT________________________ Ph#: 305 237 0083 ______
      Email: PSCOTT__________________________________            Orig: N
PayTo *Type: V_ VENDOR       *ID: 561761729 *Seq#: 14__ Curr Payee Pay TP: CHK
       Name: BAKER & TAYLOR__________________________
    Address: P.O.BOX 277930


       City: ATLANTA                              St: GA  Zip: 303847930
      Phone: 800 340 5370 Ext:
            *Org Unit*Qual1 Loc*GLC  Qual2                                Lines
   *Account: 16115000 K61152 20 64501 ____ for the amount: 20.00________   1
    Purpose: TESTING DISB. FOR VENDOR__________________________________   1
             ____________________________________________________________
      Notes:Rejected: _  Returned: _  On-Hold: _  Change: _  Addr: _  PaymI: _
   Due Date: 09/17/2009  Sch Pay: 09/17/2009 Project Nbr: ____________
Attach: _ Pick-Up Chk: _ Separate Chk: _   Invoice#: PKS0917-2________________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Add   SndAp       bkwrd frwrd Print left  right main
1726 - 'Send for Approval' Successfully completed
```

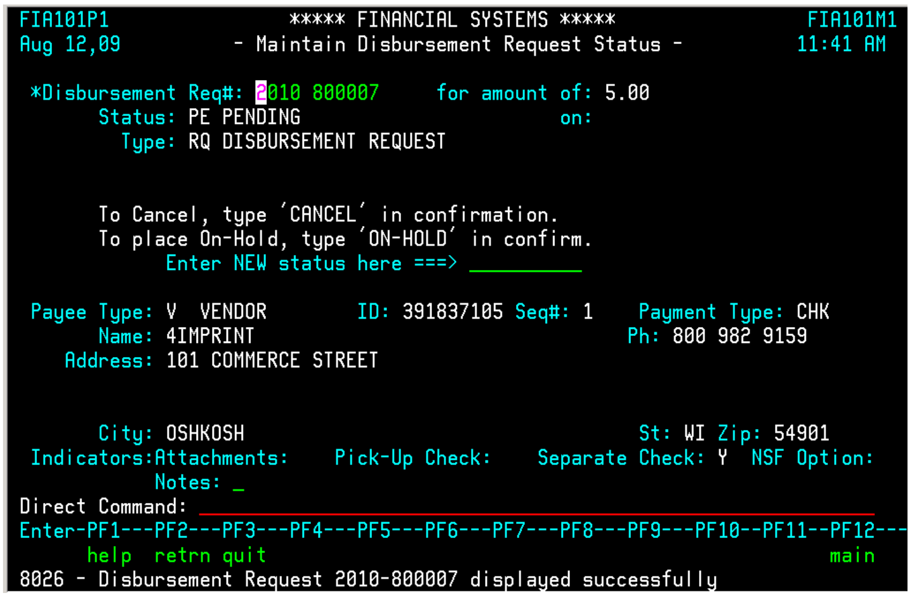
If there are insufficient funds for the disbursement request to complete the process, the following "Account Error" screen will pop-up. This indicates that a Budget Transfer must be made to allocate the appropriate funds. After the budget transfer is complete, the Disbursement Request must be sent for approval again. Only the account budget managers/Approvers can process budget transfers.



```
FIU301N3                 ***** FINANCIAL SYSTEMS *****                FIU301M2
Aug 27,09                       - Account Errors -                    03:29 PM

                                      Funds          Amount          Budget
Act    Org Unit    GLC Nbr          Available       Requested        Deficit
--- --------------------------- -------------- ------------- ---------------
_   16224000 D62241 90 65502                             5.00            5.00-
    G NO POOL FUNDS AVAILABLE          Pool Nbr. 60000
    Control Acct. 10090000 D19000 90 10100

_


_


_



Direct Command: _______________________________________________________
 Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn                         bkwrd frwrd
8072 - Extended information displayed
```

Maintain Disbursement Request Status
Path: CM DM MS

The following module allows you to quickly change the status of the Disbursement Request. The status can be changed depending on its progression through the approval path. Once you access this module, input the Disbursement Request number and press **<ENTER>**. The current status will be displayed along with the options for changing the status. This screen allows you to cancel or place the disbursement on hold.



```
FIA101P1                  ***** FINANCIAL SYSTEMS *****                  FIA101M1
Aug 12,09           - Maintain Disbursement Request Status -             11:41 AM

 *Disbursement Req#: 2010 800007     for amount of: 5.00
       Status: PE PENDING                          on:
         Type: RQ DISBURSEMENT REQUEST


       To Cancel, type 'CANCEL' in confirmation.
       To place On-Hold, type 'ON-HOLD' in confirm.
             Enter NEW status here ===> __________

 Payee Type: V  VENDOR        ID: 391837105 Seq#: 1     Payment Type: CHK
       Name: 4IMPRINT                                  Ph: 800 982 9159
    Address: 101 COMMERCE STREET


       City: OSHKOSH                                    St: WI Zip: 54901
 Indicators:Attachments:    Pick-Up Check:    Separate Check: Y  NSF Option:
            Notes: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
8026 - Disbursement Request 2010-800007 displayed successfully
```

To change the status of a disbursement, you must first display the disbursement by typing in the number of the transaction in the "Disbursement Req#" field and pressing <Enter>. Once your transaction is displayed, go to the **"Enter NEW status here ===>___________"** field and type in the new status (i.e., '**CANCEL**', '**ON-HOLD**', or '**OPEN'**), then press <ENTER>.

PLEASE NOTE: <u>You can only change the status of disbursement requests that have a current status of Rejected, Sent Back, Pending, On-Hold, or Cancelled.</u>

Steps to change status:

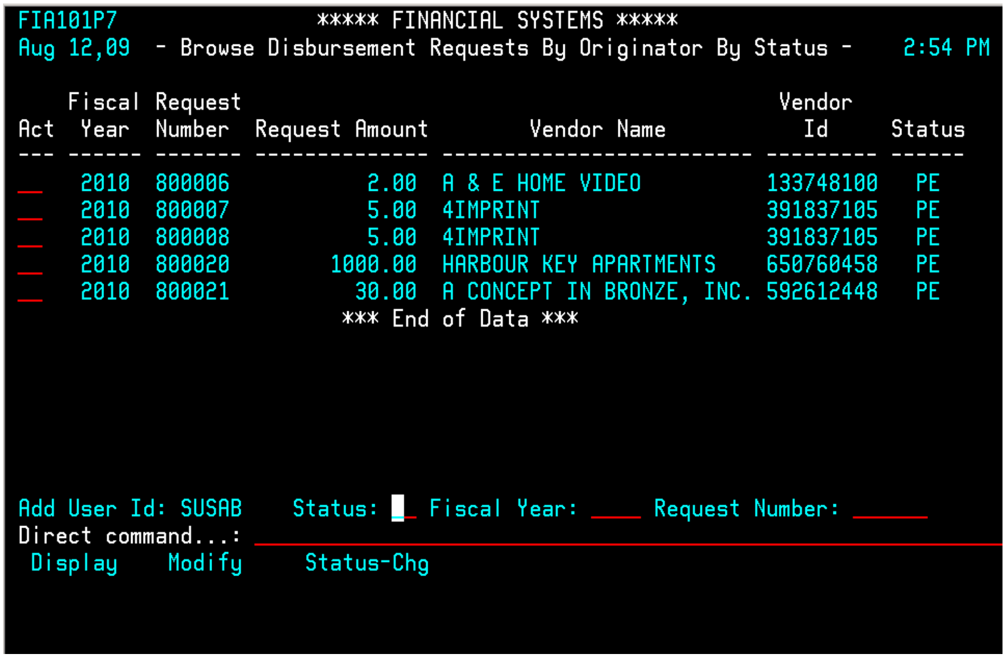
CANCEL Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the **"Enter NEW status here ===>_____"** field, type in **CANCEL**, and press <ENTER>. Type a note describing why you are canceling this request and press <ENTER>. If you **'CANCEL**' the request, it can be un-cancelled by changing the status to **'OPEN'**.

ON-HOLD Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the **"Enter NEW status here ===>_____"** field, type in **ON- HOLD**, then press <ENTER>. Type a note describing why you are placing this request on hold and press <ENTER>. If you change the status to **'ON-HOLD',** it can be taken off hold by changing the status to '**OPEN**'.

OPEN Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the **"Enter NEW status here ===>_____"** field, type in **OPEN**, then press <ENTER>. You will have to go back to the request screen (Path: CM DM VI) and send it for approval (<PF5>) to commit the funds.

BROWSE DISBURSEMENT REQUESTS BY USER
Path: CM DM BD

The following module allows you to Display, Modify or Change the Status of a Disbursement Request by Originator. This will display ONLY disbursements that you have entered into the system. To access these screens, type “BD” on the code field in the Disbursement Menu and press <ENTER>.



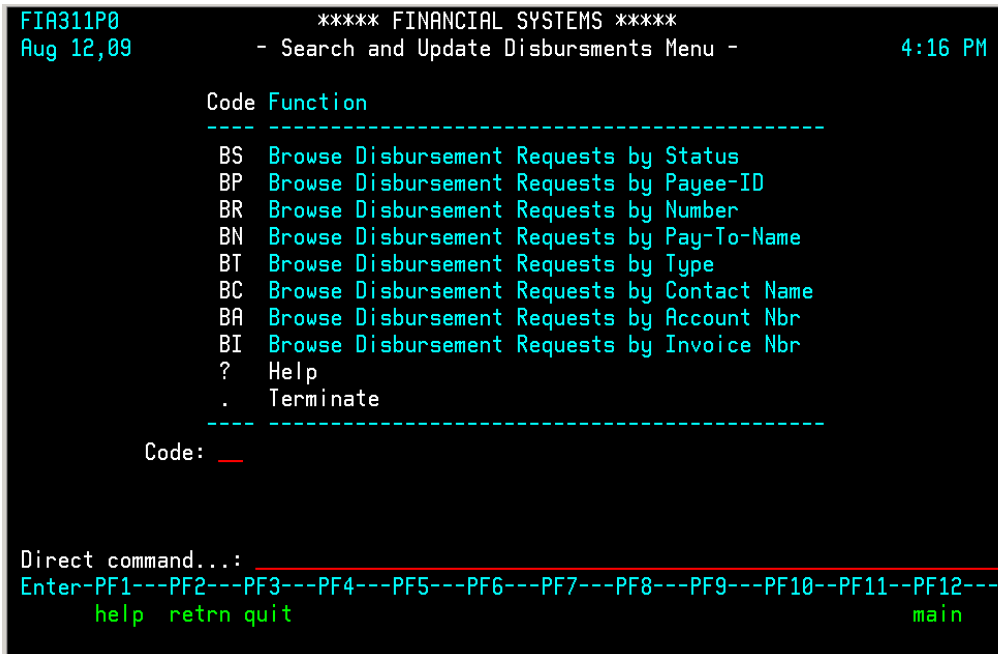
```
FIA101P7                    ***** FINANCIAL SYSTEMS *****
Aug 12,09  - Browse Disbursement Requests By Originator By Status -    2:54 PM

    Fiscal Request                                          Vendor
Act  Year  Number  Request Amount        Vendor Name          Id     Status
--- ------ ------- -------------- ------------------------- --------- ------
__   2010  800006            2.00  A & E HOME VIDEO         133748100   PE
__   2010  800007            5.00  4IMPRINT                 391837105   PE
__   2010  800008            5.00  4IMPRINT                 391837105   PE
__   2010  800020         1000.00  HARBOUR KEY APARTMENTS   650760458   PE
__   2010  800021           30.00  A CONCEPT IN BRONZE, INC. 592612448  PE
                          *** End of Data ***

Add User Id: SUSAB    Status: __ Fiscal Year: ____ Request Number: ______
Direct command...: ____________________________________________________________
 Display    Modify     Status-Chg
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
S	**Status Change:** Displays the "Maintain Disbursement Request Status” where you can change the status if applicable.

Search and Update Disbursement Requests
Path: CM DM SR

The **Disbursement Request Menu** contains a **Search and Update** menu with eight functions that allow you to browse disbursement requests. The Browses allow you to display, modify, view the payables or change the status of a disbursement. To access this screen, type “SR” on the code field in the Disbursement Menu and press <ENTER>.



```
FIA311P0                 ***** FINANCIAL SYSTEMS *****
Aug 12,09           - Search and Update Disbursments Menu -            4:16 PM

                Code Function
                ---- ---------------------------------------------
                 BS  Browse Disbursement Requests by Status
                 BP  Browse Disbursement Requests by Payee-ID
                 BR  Browse Disbursement Requests by Number
                 BN  Browse Disbursement Requests by Pay-To-Name
                 BT  Browse Disbursement Requests by Type
                 BC  Browse Disbursement Requests by Contact Name
                 BA  Browse Disbursement Requests by Account Nbr
                 BI  Browse Disbursement Requests by Invoice Nbr
                 ?   Help
                 .   Terminate
                ---- ---------------------------------------------
           Code: __



Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                   main
```

The function and general description of each module is as follows:

BS Browse Disbursement Request by Status

This screen displays the requests sorted by status. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BP Browse Disbursement Request by Payee-ID

This screen displays the requests sorted by payee-id (vendor number, student id, person id). Place the cursor in the field and press <PF1> to access the help screen. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BR Browse Disbursement Request by Number

This screen displays the requests sorted by disbursement number. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BN Browse Disbursement Request by Pay-to-Name

This screen displays the requests sorted by Pay to Name (person's name or business name). The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BT Browse Disbursement Requests by Type

This screen displays the requests sorted by Request Type. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BC Browse Disbursement Requests by Contact Name

This screen displays the requests sorted by Contact Name. You must enter the name, or at least part of the name, in order to search for the disbursement. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BA Browse Disbursement Requests by Account Nbr

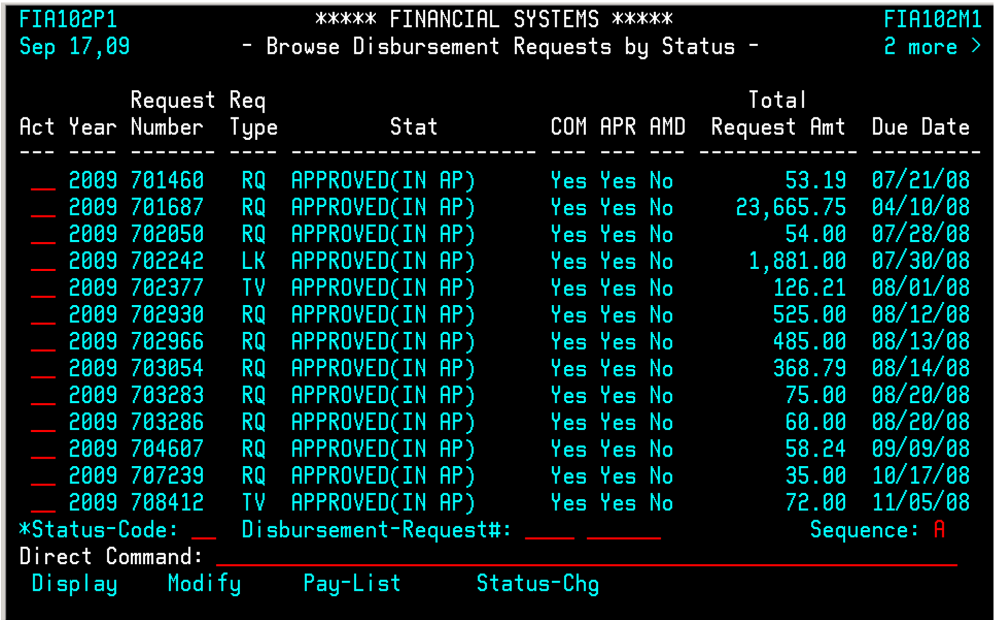
This screen displays the requests sorted by Account Number. You must enter the full account number, or at least the Qual, in order to search for the disbursement. You may place the cursor in the field and press <PF1> to access the help screen and search for Org units and or Qual numbers. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BI Browse Disbursement Requests by Invoice Nbr

This screen displays the requests sorted by Invoice Number. You must enter the invoice number **EXACTLY** as it appears on the disbursement in order to search for the correct disbursement. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

Browse Disbursement Requests by Status
Path: CM DM SR BS

The “Browse Disbursements Requests by Status” module will **display** ALL Disbursement Requests sorted by status. This screen gives you access to display, modify, view payables and change the status ONLY if you have access to the account/user group on the disbursement request.

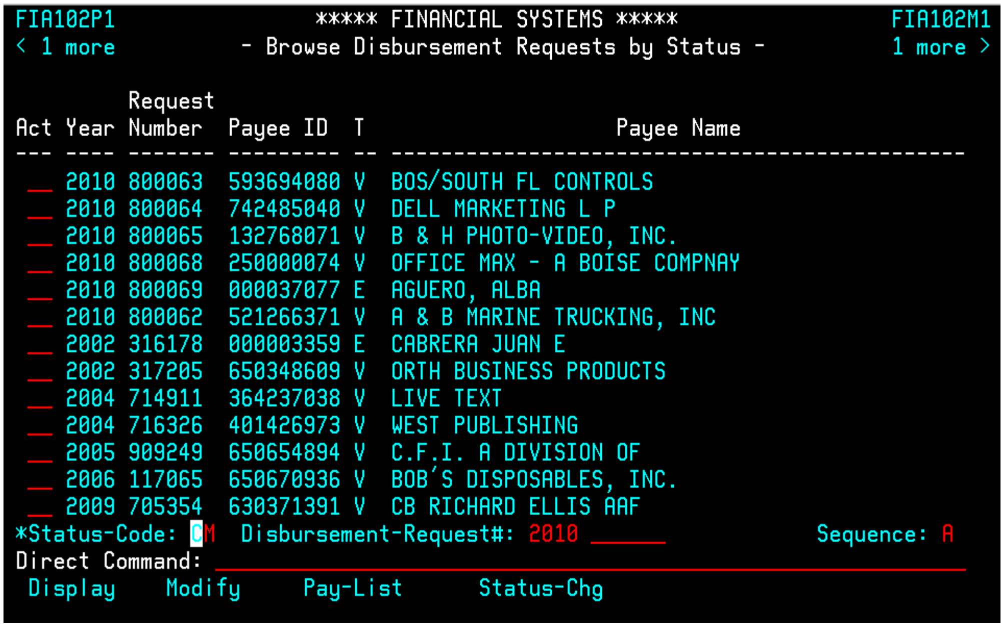


```
FIA102P1                  ***** FINANCIAL SYSTEMS *****                      FIA102M1
Sep 17,09          - Browse Disbursement Requests by Status -                2 more >

         Request Req                                            Total
Act Year Number  Type         Stat           COM APR AMD  Request Amt   Due Date
--- ---- ------- ---- -------------------- --- --- --- ------------- ---------
 __ 2009 701460   RQ  APPROVED(IN AP)      Yes Yes No          53.19  07/21/08
 __ 2009 701687   RQ  APPROVED(IN AP)      Yes Yes No      23,665.75  04/10/08
 __ 2009 702050   RQ  APPROVED(IN AP)      Yes Yes No          54.00  07/28/08
 __ 2009 702242   LK  APPROVED(IN AP)      Yes Yes No       1,881.00  07/30/08
 __ 2009 702377   TV  APPROVED(IN AP)      Yes Yes No         126.21  08/01/08
 __ 2009 702930   RQ  APPROVED(IN AP)      Yes Yes No         525.00  08/12/08
 __ 2009 702966   RQ  APPROVED(IN AP)      Yes Yes No         485.00  08/13/08
 __ 2009 703054   RQ  APPROVED(IN AP)      Yes Yes No         368.79  08/14/08
 __ 2009 703283   RQ  APPROVED(IN AP)      Yes Yes No          75.00  08/20/08
 __ 2009 703286   RQ  APPROVED(IN AP)      Yes Yes No          60.00  08/20/08
 __ 2009 704607   RQ  APPROVED(IN AP)      Yes Yes No          58.24  09/09/08
 __ 2009 707239   RQ  APPROVED(IN AP)      Yes Yes No          35.00  10/17/08
 __ 2009 708412   TV  APPROVED(IN AP)      Yes Yes No          72.00  11/05/08
*Status-Code: __  Disbursement-Request#: ____ ______              Sequence: A
Direct Command: ____________________________________________________________
 Display    Modify     Pay-List      Status-Chg
```

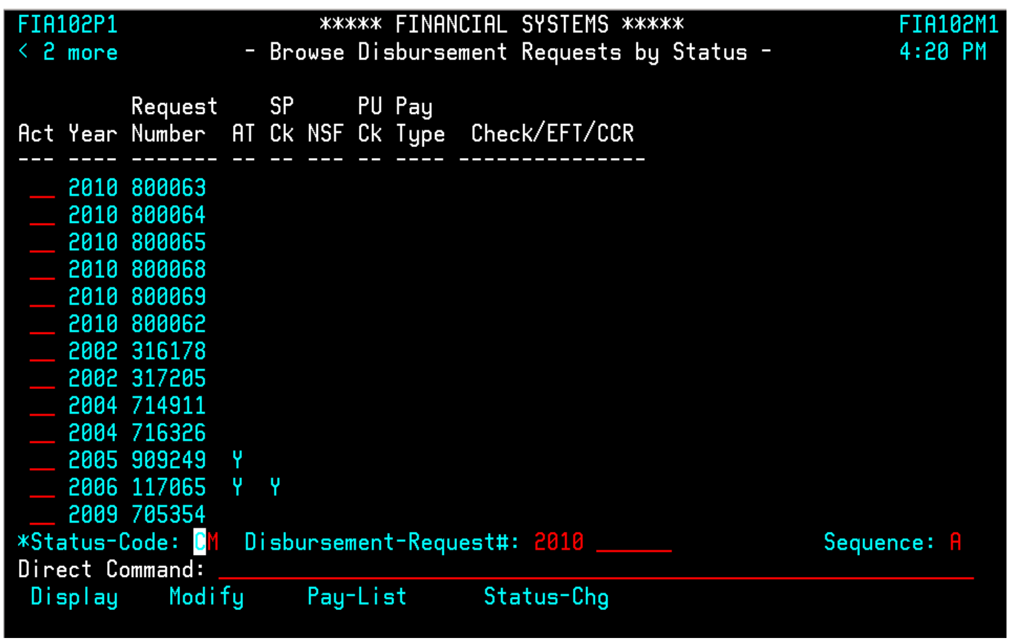
After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes. If you have access to the account/user group for that disbursement, you can use the following codes:

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
P	**P**ay-List**:** Displays "Browse Payables by Origin & Type" screen where Payable, Payment, Invoice and Check information are displayed.
S	**Status Change:** Displays the "Maintain Disbursement Request Status” where you can change the status if applicable.

If you press <**PF11**> from the first panel illustrated above, you will view the second panel as illustrated below.



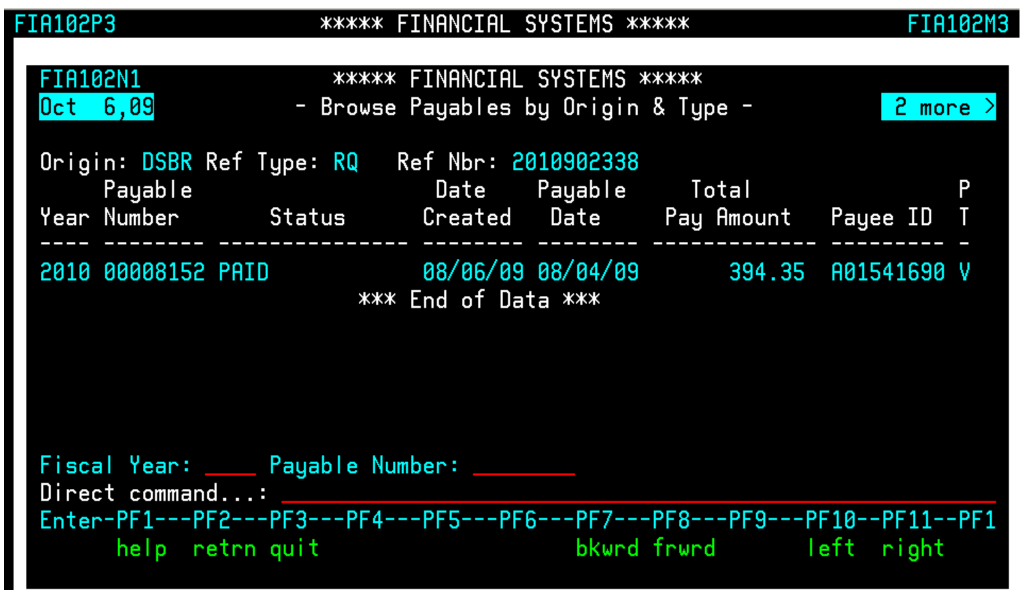
If you press <**PF11**> again from the second panel, you will view the third panel as illustrated below.



Note below the codes that indicate that there are attachments and/or check information specified on the Disbursement Request. These codes are explained as follows:

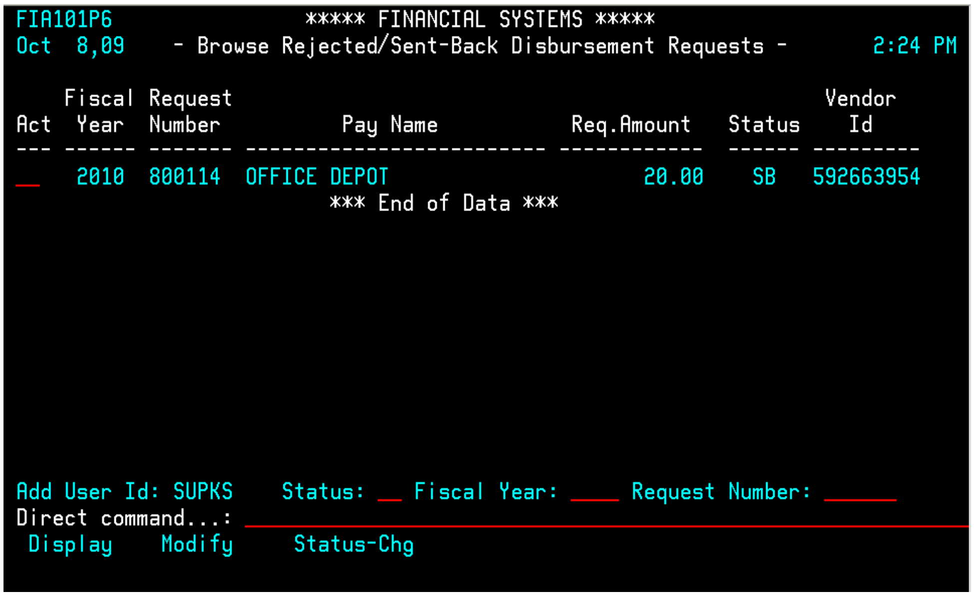
At	**Attachments** - if attachments were included in the request, a "Y" (yes) will be displayed.
SpCk	**Separate Check** - if the requester specified that the check is not to be combined on the same check as other disbursements for the same vendor, a "Y" (yes) would be displayed.
NSF	**Non sufficient funds** - a "Y" (yes) would be displayed if a check was issued to override funds in the requester's account.
PU Ck	**Pick-Up Check** - Not Applicable
PayType	**Payment Type –** will default to payment type setting for each vendor.
Check#	**Check Number** - if a check was issued to the payee, the check number will display.

Browse Payables by Origin & Type



BROWSE REJECTED/SEND BACK DR'S
Path: CM DM BR

The Browse Rejected/Send Back DR's module displays ONLY disbursements that have been rejected by an approver or were sent back by Accounts Payable. These requests were entered by you and need your attention. This screen gives you access to modify the disbursement request or cancel it. To access these screens, type "BR" on the code field in the Disbursement Menu and press <ENTER>.

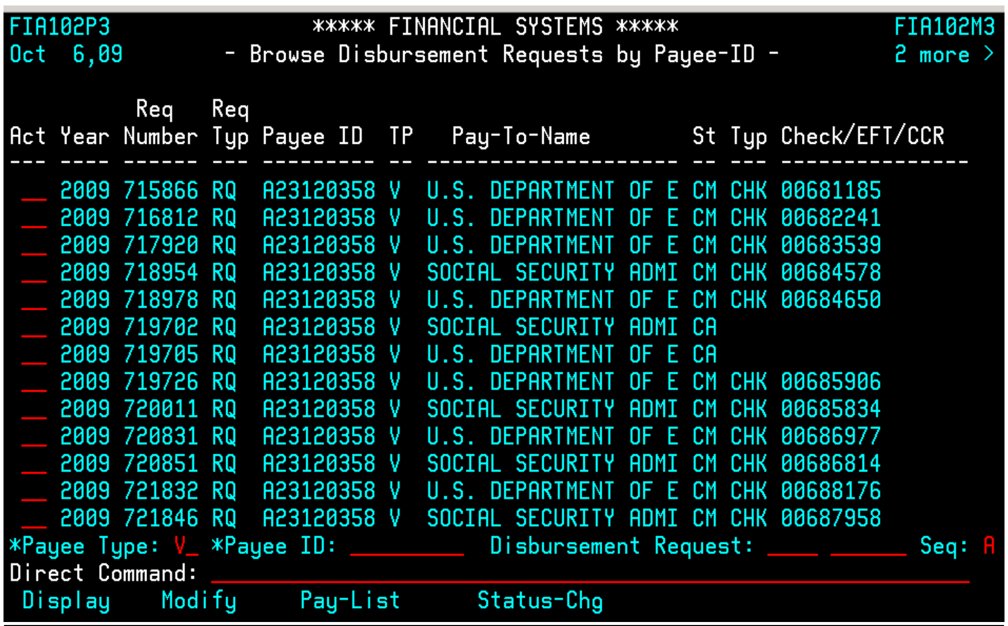


After you have found your selection in the request queue screen, press the **<HOME>** key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
P	**P**ay-List**:** Displays "Browse Payables by Origin & Type" screen where Payable, Payment, Invoice and Check information are displayed.
S	**Status Change:** Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY PAYEE-ID
Path: CM DM SR BP

The Browse Disbursements Requests by Payee-id will display ALL disbursement requests sorted by Payee ID. You will have access to display/modify the disbursement request, view payables or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BP" on the code field in the Search and Update Disbursement Menu and press <ENTER>.



```
FIA102P3              ***** FINANCIAL SYSTEMS *****                FIA102M3
Oct  6,09        - Browse Disbursement Requests by Payee-ID -      2 more >

          Req    Req
Act Year Number Typ Payee ID  TP   Pay-To-Name        St Typ Check/EFT/CCR
--- ---- ------ --- --------- -- -------------------- -- --- ---------------
 __ 2009 715866 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00681185
 __ 2009 716812 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00682241
 __ 2009 717920 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00683539
 __ 2009 718954 RQ  A23120358 V  SOCIAL SECURITY ADMI CM CHK 00684578
 __ 2009 718978 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00684650
 __ 2009 719702 RQ  A23120358 V  SOCIAL SECURITY ADMI CA
 __ 2009 719705 RQ  A23120358 V  U.S. DEPARTMENT OF E CA
 __ 2009 719726 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00685906
 __ 2009 720011 RQ  A23120358 V  SOCIAL SECURITY ADMI CM CHK 00685834
 __ 2009 720831 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00686977
 __ 2009 720851 RQ  A23120358 V  SOCIAL SECURITY ADMI CM CHK 00686814
 __ 2009 721832 RQ  A23120358 V  U.S. DEPARTMENT OF E CM CHK 00688176
 __ 2009 721846 RQ  A23120358 V  SOCIAL SECURITY ADMI CM CHK 00687958
*Payee Type: V_ *Payee ID: _________  Disbursement Request: ____ ______  Seq: A
Direct Command: ____________________________________________________________
 Display    Modify     Pay-List      Status-Chg
```

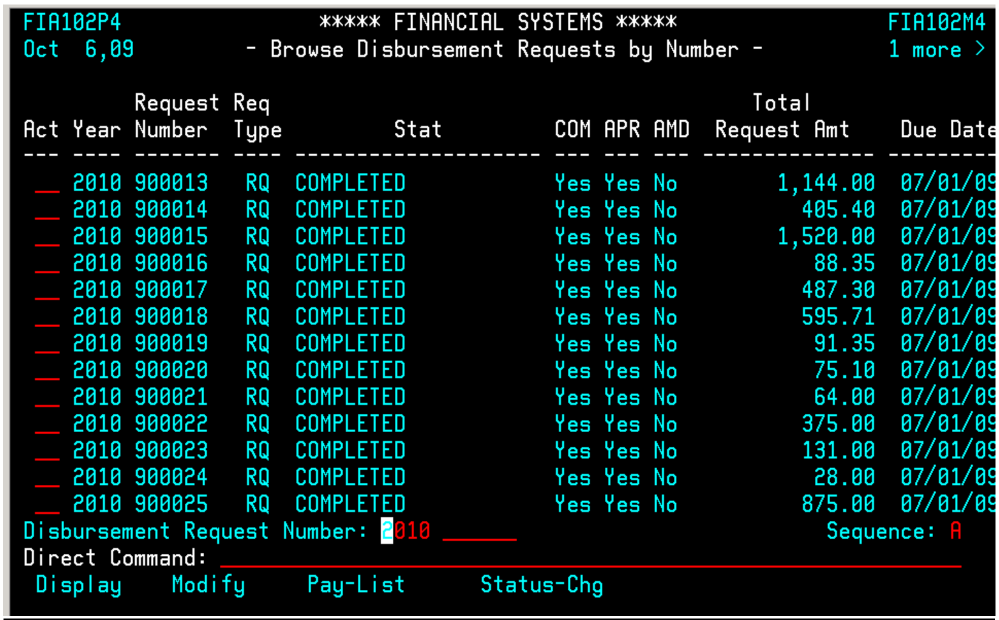
After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
P	**P**ay-List**:** Displays "Browse Payables by Origin & Type" screen where Payable, Payment, Invoice and Check information are displayed.
S	**Status Change:** Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY NUMBER

Path: CM DM SR BR

The Browse Disbursements Requests by Number module will display ALL disbursement requests sorted by disbursement number. This screen gives you access to display/modify the disbursement request, view payables or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type “BR” on the code field in the Search and Update Disbursement Menu and press <ENTER>.



```
FIA102P4              ***** FINANCIAL SYSTEMS *****                  FIA102M4
Oct  6,09         - Browse Disbursement Requests by Number -         1 more >

         Request Req                                 Total
Act Year Number  Type         Stat         COM APR AMD  Request Amt    Due Date
--- ---- ------- ---- -------------------- --- --- --- -------------- ---------
 __ 2010 900013   RQ  COMPLETED            Yes Yes No        1,144.00  07/01/09
 __ 2010 900014   RQ  COMPLETED            Yes Yes No          405.40  07/01/09
 __ 2010 900015   RQ  COMPLETED            Yes Yes No        1,520.00  07/01/09
 __ 2010 900016   RQ  COMPLETED            Yes Yes No           88.35  07/01/09
 __ 2010 900017   RQ  COMPLETED            Yes Yes No          487.30  07/01/09
 __ 2010 900018   RQ  COMPLETED            Yes Yes No          595.71  07/01/09
 __ 2010 900019   RQ  COMPLETED            Yes Yes No           91.35  07/01/09
 __ 2010 900020   RQ  COMPLETED            Yes Yes No           75.10  07/01/09
 __ 2010 900021   RQ  COMPLETED            Yes Yes No           64.00  07/01/09
 __ 2010 900022   RQ  COMPLETED            Yes Yes No          375.00  07/01/09
 __ 2010 900023   RQ  COMPLETED            Yes Yes No          131.00  07/01/09
 __ 2010 900024   RQ  COMPLETED            Yes Yes No           28.00  07/01/09
 __ 2010 900025   RQ  COMPLETED            Yes Yes No          875.00  07/01/09
Disbursement Request Number: 2010 ______                      Sequence: A
Direct Command: __________________________________________________________
 Display    Modify     Pay-List      Status-Chg
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
P	**P**ay-List**:** Displays "Browse Payables by Origin & Type" screen where Payable, Payment, Invoice and Check information are displayed.
S	**Status Change:** Displays the "Maintain Disbursement Request Status” where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY PAY-TO-NAME
Path: CM DM SR BN

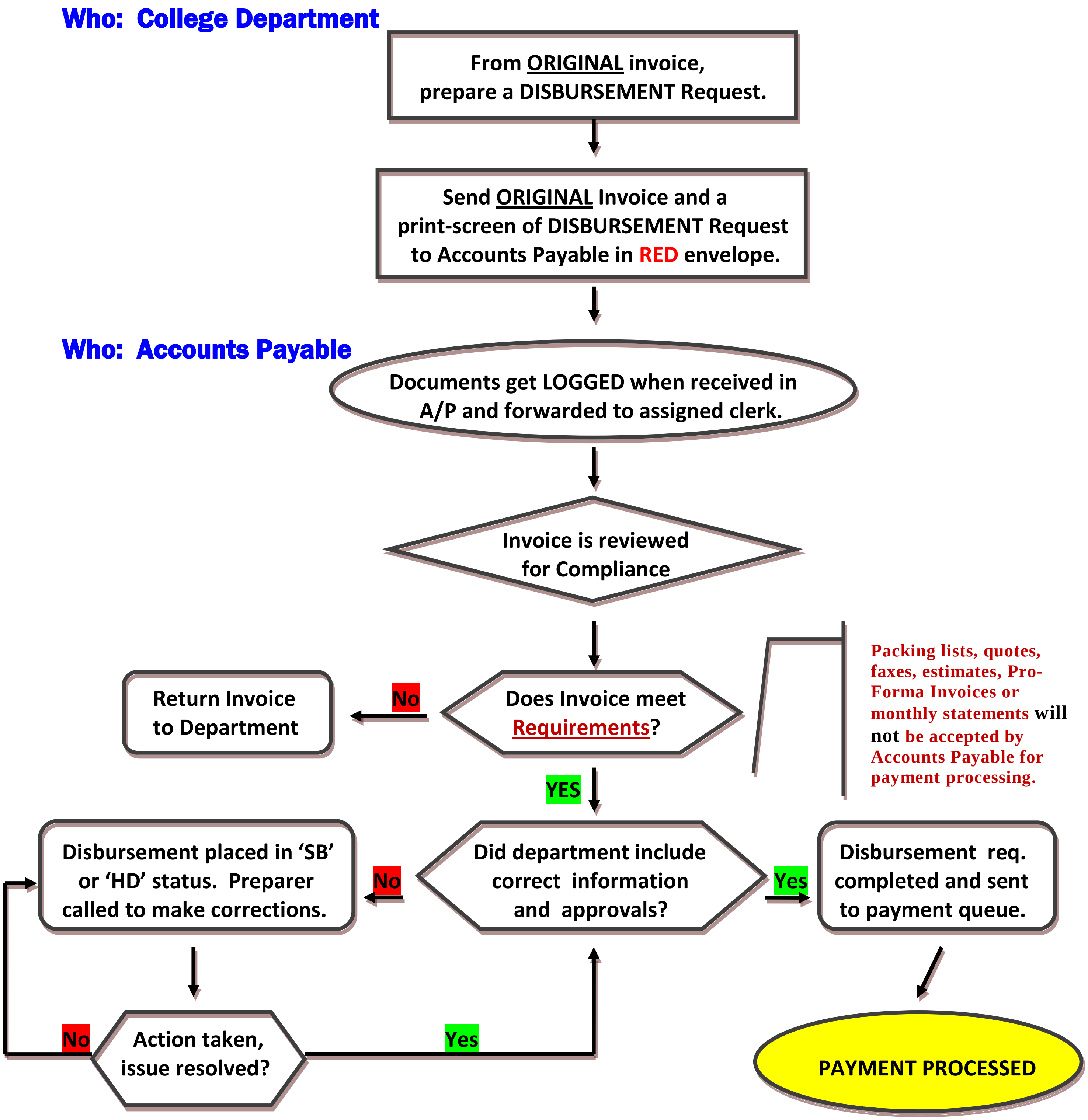
The Browse Disbursements Requests by Pay-to-name will display ALL disbursement requests sorted by name. You will have access to modify/display the disbursement request or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BN" on the code field in the Search and Update Disbursement Menu and press <ENTER>.

```
FIA102P5                ***** FINANCIAL SYSTEMS *****                FIA102M5
Oct  6,09      - Browse Disbursement Requests by Pay-To-Name -       2 more >

          Req    Req
Act Year Number Type Payee ID  TP        Pay To Name              Status
--- ---- ------ ---- --------- -- --------------------------- ---------------
 __ 2007 320374  RQ  650562693 V  A & B PIPE AND SUPPLY, INC.  COMPLETED
 __ 2007 320375  RQ  650562693 V  A & B PIPE AND SUPPLY, INC.  COMPLETED
 __ 2007 320648  RQ  650562693 V  A & B PIPE AND SUPPLY, INC.  COMPLETED
 __ 2001 203215  RQ  383692013 V  A & C SHEET METAL            COMPLETED
 __ 2001 218799  RQ  383692013 V  A & C SHEET METAL            COMPLETED
 __ 2003 515694  RQ  133748100 V  A & E WEB INTERACTIVE        COMPLETED
 __ 2005 906639  RQ  320069859 V  A & F CROMAX, INC.           COMPLETED
 __ 2000 102694  RQ  591649468 V  A & M PARKS PRINTERS         COMPLETED
 __ 2002 301335  RQ  591649468 V  A & M PARKS PRINTERS         COMPLETED
 __ 2008 522084  RQ  262079283 V  A & R EDUCATIONAL SERVICES,  COMPLETED
 __ 2009 708675  RQ  262079283 V  A & R EDUCATIONAL SERVICES,  COMPLETED
 __ 2009 703511  RQ  592631507 V  A & S SUPPLIERS, INC.        COMPLETED
Pay-To-Name: ______________________________  Disb Req#: ____ ______  Seq: A
Only show - FY: ____     Status: __
Direct Command: ____________________________________________________________
 Display    Modify     Pay-List      Status-Chg
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
D	**Display**: Displays the Disbursement Request that you created.
M	**Modify:** Displays the Disbursement Request that you created, however you can make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
P	**P**ay-List**:** Displays "Browse Payables by Origin & Type" screen where Payable, Payment, Invoice and Check information are displayed.
S	**Status Change:** Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

Disbursement Request Flow Chart – Accounts Payable



Quick Reference for Disbursement Requests

Questions	Direct Command	Special Instructions	Type of User
1. How to create a Disbursement Request.	CM DM AD	Proceed with entering all the data required in the screen.	Preparer
2. How to view / modify a Disbursement Request	CM DM VI	This area allows you to view and/or modify disbursement **prior** to sending for approval.	Preparer
3. How to cancel a Disbursement Request.	CM DM MS	Type Disbursement Request number, press <Enter>. Type "Cancel" in the "New Status" field, press <Enter>. Type a note describing reason for cancellation, press <Enter>.	Preparer
4. How to check for send back and rejected disbursements by user ID.	CM DM BR	Press <HOME> key and Type "D" in the "Act" field by the disbursement you want to Display, press <Enter>. You will have access to display/modify the disbursement request, view payables or change the status ONLY if you have access to the account/user group on the disbursement request.	Preparer
5. How to view all disbursements entered by you.	CM DM BD	Press <HOME> key and Type "D" in the "Act" field by the disbursement you want to Display, press <Enter>.	Preparer
6. How to view a transaction in the General Ledger by account number or a specific calendar period.	CM IQ IP IS <tab>	Enter the QUAL and REPORT PERIOD that you wish to view and press <ENTER>. Go up to the column and GLC that you wish to view keeping in line with the (+).	Preparer or Approver
7. How to find a check number for a Disbursement Request.	CM DM VI or CM DM SR	Go to disbursement & press your PF4 key to display payment information. Go into any of the eight browses to view Check # information on the Disbursement.	Preparer
8. How to view Payment History and Approval Path	CM IQ DI DD	Enter Disbursement number & press PF4 to view payment history or PF5 for approval path.	Approver

DOs and DO NOTs…

…FOR ENTERING DISBURSEMENT REQUESTS

DO…

- **… Choose correct vendor name and address sequence# from vendor table.**
- **… Enter invoice number in the "Invoice field" exactly as it appears on the invoice.**
- **… Submit only original invoices with disbursement request document.**
- **… Prepare disbursement for amount without tax.**

DO NOT…

- **… Submit statements or faxes as support for your disbursement.**
- **… Prepare two disbursements for the same invoice.**
- **… Send a screen print of the disbursement request to Accounts Payable without supporting documentation attached.**
- **… Prepare a disbursement for more than one invoice.**

<u>Filling out the Agreement for Services Form</u>

1) Date Agreement Form Completed
2) Name of the department
3) Name of the contracting company, organization or individual
4) Date the contractor begins services
5) Date the contractor ends services
6) If an individual:
    - A) Fill in the daily rate – IMPORTANT-→No more than $500.00 a day. If the daily rate is more than $500.00, Board Approval is needed for a special agenda.
    - B) Number of days contractor will work
    - C) Total amount of contract (daily rate x number of days). If the cumulative amount for an agreement is more than $25,000.00 per vendor, authorization by College President or College Provost is needed.
    - D) Description / purpose of the services
7) Total cost of service, including expenses (6c & any expenses outlined in 6d).
8) Qual # and GL code
    - GL Code is *usually* 64501 - If code is not available in your account, contact the Budget department to add the code and transfer funds

9-11) Answer YES / NO questions accordingly

12) Check one for payment schedule
13) For contractor use only…
    - A) Contractor's name
    - B) Tax ID # - Social Security (Individual) or the Federal ID # (Vendor)
    - C) Contractor's Representative
    - D) Title of Contractor's Representative
    - E) Address – should be same address as it appears on the invoice
    - F) Phone #
    - G) Contractor's signature
    - H) Date
14) For Miami Dade College use only…
    - A) Originator- the person preparing the Agreement
    - B) Dean
    - C) Vice Provost

- Agreements with an individual at a specified **daily rate of $500 or less** must be authorized by the Originator's Campus President or Vice Provost.
- Agreements with an individual at a specified daily rate in excess of $500 shall be presented to the Board for approval as a special agenda item.
- Agreements with a company or organization of **$25,000 or less** must be authorized by the Originator's Campus President or Vice Provost.
- Agreements with a company or organization in **excess of $25,000** must be authorized by the College President or Provost prior to the execution of the contract.
- Agreements with a company or organization in **excess of $250,000** shall be presented to the Board for approval as a special agenda item. The agenda item will be prepared by the Originator in the appropriate format and forwarded to the appropriate Campus President or Vice Provost for Board action.

The original signed agreement should be submitted to the Accounts Payable Department and copies may be provided to the Contractor, the Originator, the Originator's Campus President/Vice Provost, and the Purchasing Department, as appropriate.
*Any changes to the Agreement, after executed, need to be done through an Addendum.
The Addendum must be signed by the contractor and at least one MDC representative from the original Agreement.

*The Agreement for Services form can be found at:
1) www.mdc.edu/employee/
2) Forms
3) Business Affairs forms
4) Accounts Payable (Form)
5) Click Agreement for Services

For payments:

A Disbursement Request must be prepared and sent to the Accounts Payable Department along with the **origina**l invoice and a copy of the Agreement for Services.

Approved Agreements for Services in excess of $25,000.00 must be paid via the issuance of a Purchase Order.

For more detailed information, please refer to Procedure 6300.
https://www.mdc.edu/procedures/Chapter6/6300.pdf

MIAMI DADE COLLEGE

AGREEMENT FOR SERVICES

☐ Professional or Technical (for use with companies or organizations)
☐ Professional Consultants (for use with individuals)

THIS AGREEMENT is entered into as of ____1____ (Date) by and between Miami Dade College, ____2____ (Name of department or area) hereinafter referred to as the COLLEGE, and ____3____ (Name of contracting company, organization, or individual) hereinafter referred to as the CONTRACTOR.

WITNESSETH THAT: The CONTRACTOR shall begin perfomance of this agreement on ____4____ (Date), and shall complete performance to the satisfaction of the COLLEGE no later than ____5____ (Date). The CONTRACTOR certifies that he/she has read and understands the agreements and statements on both sides of this form. The COLLEGE and the CONTRACTOR do mutually agree that the CONTRACTOR shall furnish the following service to the COLLEGE, and that payment shall be made in accordance with the conditions of this agreement:

DESCRIPTION OF SERVICE & TRAVEL ARRANGEMENTS (for arrangements with CONTRACTOR where a daily rate is to be paid) (if applicable):

Daily rate 6A x number of days 6B = Total Maximum Payment 6C $0.00

6D

COST OF SERVICE - For the above-described service, the COLLEGE shall compensate the CONTRACTOR in an amount not to exceed $ ____7____. This expense will be charged to ____8____ (Complete account number: Qual 1 and GL code).

9 Are you, or is your business, certified by the State of Florida or other local jurisdiction as a Small Business Enterprise as defined by §288.703 (1), Florida Statutes? ☐ Yes ☐ No

10 Are you, or is your business, a minority business enterprise as defined by §288.703 (2), Florida Statutes? ☐ Yes ☐ No
If yes, please specify: ________ (i.e. race, ethnicity, gender or national origin)

11 Are you presently working for the College in either a full-time or part-time capacity? ☐ Yes ☐ No. Is District Board of Trustees approval required? ☐ Yes ☐ No. If yes, originator must attach a District Board of Trustees agenda item to this agreement.

SCHEDULE AND PROCEDURE FOR PAYMENT:

12
A ☐ CONTRACTOR shall submit one invoice for the total amount due at the conclusion of the agreement period.
B ☐ CONTRACTOR shall submit invoices periodically, relative to the amount of services provided, throughout the agreement period not to exceed the Total Cost of Service stated in this contract.
C ☐ Other (describe) ________

Note: An invoice must include receipts for expenses where applicable.

FOR CONTRACTOR USE ONLY

Name	13A	Tax I.D. No.	13B
Authorized Representative - Name	13C	Title	13D
Address	13E	Telephone No.	13F
Signature of CONTRACTOR	13G	Date Signed	13H

FOR MIAMI DADE COLLEGE USE ONLY

14

Originator - Name (type)		Title	
Signature	A	Date Signed	
Dean - Name (type)		Title	
Signature	B	Date Signed	
Campus President/Provost/Vice Provost - Name (type)		Title	
Signature	C	Date Signed	
College President or Designate - Name (type)		Title	
Signature		Date Signed	

IF REQUIRED:

College President Review by ________ Date ________ Date of District Board of Trustees Approval ________

REVIEW REVERSE SIDE FOR DETAILS

9/15/2008 12:44:00 PM

RESET

DOs and DO NOTs…

…FOR AGREEMENTS for SERVICES

DO…

- **…Fill out Agreement for Services form <u>completely</u>.**
- **…Verify the name and address of the contractor. Verify that the name is spelled correctly and that the mailing address is correct.**
- **…Send original, signed Agreement for Services to Accounts Payable. With every partial payment, you *must* submit a copy of the Agreement.**
- **…Send completed and signed Agreement for Services to Accounts Payable prior to submitting for payment(s).**
- **…Submit an original invoice along with a copy of the Agreement for Services whenever submitting a request for payment.**
- **…Make sure the invoice matches the specifications on the Agreement for Services, i.e., daily rate, beginning and ending dates, and dollar amount.**
- **…Make any changes to the existing Agreement for Services via an Addendum. This will require a signature from the contractor and at least one of the College representatives from the original Agreement.**

DO NOT!…

- **… Leave any spaces blank.**
- **… Forget Agreements over $25,000.00 (cumulative per vendor) must be authorized by College President or college Provost.**
- **… Exceed $500.00 daily rate for Individuals' Agreements. Exceptions that may exceed must have Board approval as a special agenda before initiating contract.**
- **… Submit invoices for more than total amount of Agreement for Services. They will be sent back and will require an addendum.**

Petty Cash Reimbursements

The petty cash funds may be used to reimburse employees for in-district travel mileage and tolls, and the use of personal funds to purchase minor supplies. Itemized receipts verifying that payment in full was made are required for reimbursement. Please provide specific explanation of the items purchased. Non-specific descriptions such as “office supplies” or “educational supplies” are not acceptable.

Petty Cash Voucher must contain the following:

- ❑ Authorizing signature (one level higher than purchaser).
- ❑ Original receipts attached.
- ❑ Department Qual and appropriate general ledger code.
- ❑ Description of items purchased and amounts being requested.
- ❑ Purchaser signature and phone extension, and if applicable, the name of the person authorized to pick-up funds if different from purchaser.

Petty cash reimbursement is to be utilized when personal funds are used for travel expenses when those expenses are $100 or less. *This payment method applies to in-country travel*, exclusive of conferences and conventions.* The reimbursement of travel expenses in excess of $100 and/or travel involving a conference or convention is to be made by preparing a disbursement request and submitting supporting documentation to the accounts payable department for payment. Supporting documentation must include an approved P-2 Form for all *out-of-county travel*. Prior to sending request for approval, the preparer should check to see that: Req Type = TV Travel Reimbursement; Pay-To Type = E Employee; Invoice = date and city of travel. Supporting documentation for <u>all</u> disbursement requests should reference a disbursement request number, or have a print screen of the request attached to it.

Mileage Reimbursement Forms must contain the following:

- ❖ (Current rate: .445 cents per mile)
- ❑ Appropriate information filled-in: dates of travel, destinations to and from, and number of miles.
- ❑ Department Qual 1 and appropriate general ledger code.
- ❑ Traveler’s signature for insurance coverage and travel, phone extension, and if applicable, the name of the person authorized to pick-up funds if different from traveler.
- ❑ Department head approval. (Signature)
- ❑ Receipts for parking are required; receipts for tolls are preferred.

Travel Reimbursements

Advance Registration

When travel includes advance registration, departments must prepare a disbursement request for registration fees. The preparer will submit the original registration form and a **photocopy** of the P-2 Form. (The original P-2 Form will be submitted after the travel is completed.) Since the registration fee is known in advance and paid to the vendor / host (rather than the traveler), it should be shown as a negative amount in the "Actual" column of the P-2 Form. The P-2 form and disbursement request should be forwarded to the Accounts Payable department in time for a check to be mailed to the vendor / host prior to the first day of the conference. In addition to the general guidelines discussed in the previous paragraph, the preparer should check to see that: "Purpose" = Traveler's name, Conference Location, Date of Conference, and the phrase "advance registration", since the registration form must be sent to vendor / host with payment.

Actual Travel Expenses

A separate disbursement request should be prepared upon the completion of travel, reflecting actual expenses incurred by the employee/traveler. The **original** P-2 form and applicable receipts will be forwarded to the Accounts Payable department for reimbursement.

Travelers and approvers of College-related travel should consider the following:

- An **original receipt** must accompany reimbursement for airline tickets. When "ticketless" travel is utilized, traveler must submit payment confirmation.
- If traveler uses his or her own automobile for travel, reimbursement may be made in the amount of .445 cents per mile, not to exceed price of airfare.
- Mileage among cities or common locations is to be determined using map mileage calculations established by the Florida Department of Transportation. MDC has a contract with AVIS for rental car services. The contract number is B133423, and the phone number is (800) 338-8211. Travelers are expected to use this vendor, if possible. This provision does not prohibit the use of vehicles provided by other companies that have lower net rates **including insurance and fuel**, or rental from other agencies if no vehicles are available from the authorized agencies. Additional expenditures, such as additional car rental insurance and navigational devices, are not reimbursable and will be the responsibility of the traveler, if incurred.
- Travelers may be reimbursed for actual lodging and meals OR receive $80 per Diem for travel extending no less than 24 hours. Partial per diem payments will be made based on duration of travel. [per §112.061, Fl. Stat.(5)]
- To calculate reimbursement for meals, use actual times traveler left and returned home. Meals are reimbursable if travel is out of district, as follows:
  - **Breakfast -** $6.00, when travel begins before 6 a.m. and extends beyond 8 a.m.
  - **Lunch -** $11.00, when travel begins before 12 noon and extends beyond 2 p.m.
  - **Dinner** - $19.00, when travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

- Original detail receipts must support reimbursement for all actual expenses. Such expenses include lodging, parking, taxi fare, communication expenses (to 237-prefix phone numbers), etc.
- Receipts are preferred for the reimbursement of tolls. Receipts and/or electronic toll statement (Sun Pass) are required if tolls exceed $5 per trip.
- As a general rule, expenditures for which no clear business purpose exists, and appear to be personal in nature, are not reimbursable to the traveler. Examples that are typically not reimbursable include, but are not limited to the following:
    - Gratuities paid by traveler
    - Purchases of alcohol, entertainment or room service
    - Rental of navigational devices, i.e., GPS
    - Car rental insurance in addition to what is provided for in existing car rental agreements
- Present your **tax-exempt # 23-08-325441-57C** when checking into your hotel.

For purposes of travel reimbursements, *county* includes Monroe, Miami-Dade, and Broward counties.

TRAVEL PROCESS CHECKLIST

Before:

- ✓ Ensure that a P-2 Form (Request for Leave of Absence and Reimbursement) is prepared and approved by the Department **for all travel**. Amounts are to be included for "Estimated Expenses" **and** "Actual Expenses", if applicable. (Note: prepaid expenses paid by the College, such as airfare and advanced registration are reflected as negative amounts in the actual column.)
- ✓ When travel includes **advanced registration**, a disbursement request must be prepared, approved, and submitted to the Accounts Payable department for the payment of registration fees. *To ensure that payment of registration fees is remitted prior to the first day of the conference, this process should be done as soon as possible.*
- ✓ Remember to verify the following:
  - ❑ Original registration form and a **photocopy** of the approved P-2 Form are forwarded with the disbursement request to the Accounts Payable department. A print screen of the disbursement request may be attached to the documentation.
    - ***Purpose*** = Traveler's name, Conference location, Date of conference, and "advanced registration"
    - ***Req Type*** = TV Travel Reimbursement
    - ***Pay-Type*** = V Vendor – Note that the vendor name field agrees with the registration form.
    - ***Invoice*** = name of Traveler

During:

While traveling, keep in mind the following:

- ✓ Mileage reimbursement is for .445 cents per mile for the use of the personal vehicle of the traveler. The total reimbursement should not exceed the price of airfare to the same destination.
- ✓ Distance between cities or common locations are calculated using pre-determined mileage established by the Florida Department of Transportation.
- ✓ Daily reimbursements are for actual allowances of <u>lodging and meals</u> OR at the per diem amount of $80 if travel exceeded a 24-hour period.
- ✓ Actual meal allowances are as follows:
    - **Breakfast -** $6.00, when travel begins before 6 a.m. and extends beyond 8 a.m.
    - **Lunch -** $11.00, when travel begins before 12 noon and extends beyond 2 p.m.
    - **Dinner -** $19.00, when travel begins before 6 p.m. and extends beyond 8 p.m., OR when travel occurs during nighttime hours due to special assignment.
- ✓ Alcoholic beverages or "tips" **will not** be reimbursed.
- ✓ Communication expense reimbursements are requested for calls made to 305-237-prefix (College) **only**.
- ✓ Reimbursement for rental car services does not exceed prices set forth in agreement with AVIS Rental Car.

After:

- ✓ Complete the P-2 Form to reflect actual expenses incurred by the traveler.
- ✓ Collect original receipts and other supporting documentation from the traveler.
- ✓ Prepare a disbursement request to reimburse traveler for out of pocket expenses that are allowable per College policy **and** supported by original receipts or bills.
- ✓ Forward a print screen of the disbursement request with all applicable attachments to the next level of approval.