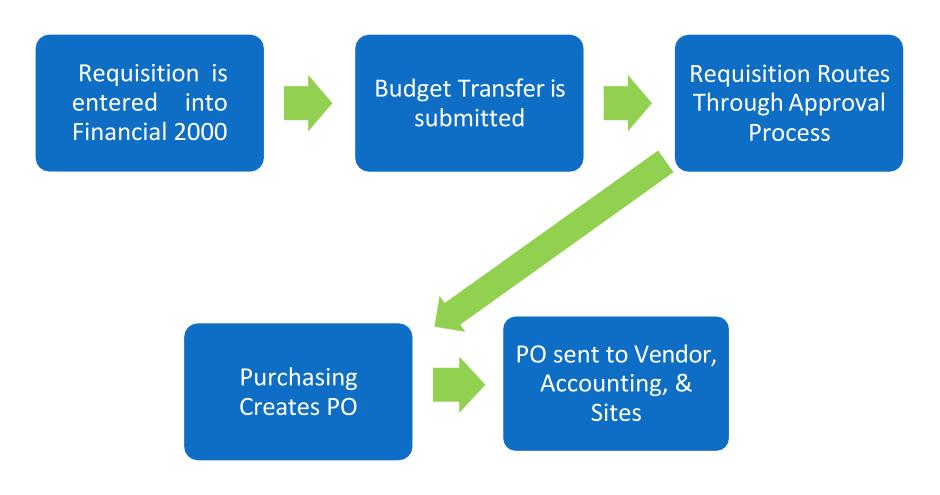
# Quick Guide to Accounts Payable Invoice Payments TRV / Mileage Card Reimbursements

All purchases made on behalf of Rialto Unified School District must be pre-approved and evidenced by a District Purchase Order. <u>Per Board Policy 3314, the District shall not be responsible for unauthorized purchases.</u>

#### **Purchase Approval Process**



## What Does Accounts Payable Need To Pay For Your Purchases?

- Purchase Order
- Packing Slip marked "RECEIVED" and signed with full name and date (must reference PO#)
- If no Packing Slip and not an Open PO, use Receiving Copy of PO to check off items received, mark "RECEIVED", sign/date, send to Fiscal

#### OR

- Invoice marked "APPROVED FOR PAYMENT" and signed with full name and date (invoice must reference PO#)
- Original Receipts/Agenda/Sign-in Sheets/Rewards Justification Form/List of Students
- Full Contract & Supporting Documents The Complete Packet!

# What Are Accounts Payable's Biggest Issues With Processing Payments?

- No PO.
- No Packing Slips.
- Sites not forwarding receipts/sign-in sheets/agendas/invoices in a timely manner or at all.
- No response when emails are sent requesting information.
- Exceeding PO amount/waiting for AP to ask for an increase to a PO to pay approved invoices (keep declining balance spreadsheets for all open PO's).
- Exceeding Contract Amount; Need an Amendment with every PO increase.
- Wrong account code used on PO/trying to use a PO to pay for unrelated merchandise (e.g. trying to pay for an inventory item against an open PO for supplies).

## "We can't pay what we don't have"

#### What Does Accounts Payable Need To Reimburse Your TRV?

- Signed TRV with Actual Expenses section completed. Meals are a per diem allowance we
  no longer require receipts. Please verify all expenses for accuracy when completing the
  Actual Expenses section.
- Brochure, flyer, or registration form that includes name, address, dates of conference, and what's included (e.g. meals).
- Hotel folio showing all charges and dates of stay.
- Original itemized receipts for parking, Uber, shuttle, etc.
- TRV electronically routed to the Accounts Payable step.

\*\*\*Remember to give attendee a copy of the TRV with Estimated Expenses section completed prior to attending event. Upon return, you have 10 days to complete the Actual Expenses section, print out, have employee sign this copy (do not submit a signed Estimated Expenses copy of the TRV), route the TRV electronically to the Accounts Payable step, and submit all paperwork to Fiscal. *Per Board Policy, TRV will not be reimbursed if submitted after 90 calendar days.* 

#### Send signed copy to Fiscal with all back-up documentation

Report Date: 05/27/2023 Rinkto I			ialto Unified School District				Page 1 of 2	Report Date: 03/27/20	Report Date: 03/27/2023		District	Page 2
Fiscal Year: 2023								Fiscal Year: 2023				
		Tr	avel Request	Form						Travel Request For	m	
Document#: TR	V231132 Ca	rrent Step: A	cccunts Payable			Status: Pend	ing Approval	Document #: TRV2	31132	Current Step: Accounts Payable		Status: Pending Appro
Employee Name:	Bernstein Masse		Employee To	per District Emp	down	Tirip #:		Cost Summary	May St.			
	FISCAL SERVICES SUPI					AESOP#:		Expense Category	Estimated	Actual	Difference	
		SKVISOK.	PSR Numb	HEF:	4	AESOP 4:		Lodging	\$545.00	\$545.00	\$0.00	
	Fiscal Services							Meals Registration	\$230.00 \$450.00	\$230.00 \$450.00	\$0.00 \$0.00	
Conference Name:	Leadership Techniques and	Effective Evals	arcita					Transportation	\$318.38	\$318.38	\$0.00	
Address I:	123 N. Main Street			ddress 2:					\$1,543.38	\$1,543.38	\$0.00	
City:	San Diego	States	CA Z	pCode: 91234	County	n San Diego Co	anty	Tot	d Expenses:	\$1,543.38		
Conf From Date	03/27/2023		Conf To Do	ete: 03/29/2023	Board.	Approval:		Less PO/Sub/Di	strict Card:	5995.00		
Depart Date/Time:	03/27/2023 05:00 AM		Return Dute/Tie	me: 03/29/2023 (	05:00 PM			Net Reimburseme	nt Claimed:	\$548.38		
Description:	Workshop designed to help	fiscal manager	s improve their l	eadership skills ar	ad be able to provide	effective		Actual Reimbursome	nt Amount:	\$8.00		
	employee evaluations.								7/	0 +-		
	Strategy 3: We will create		h expectations w	9thin RUSD and o	or community.			Signature of Cla	ment: Xa	un Bernstein		Date: 03-31-23
etimated Expenses (Mas	t Include Tex and Applicab	le Fees)		a single from the						expenses incurred for the school district purpo		
Expense Type	Description	Qty/Duys	Empl. Amt	PO/Sub. Amt	District Card	Total Estimate		of the State of California. I be	we read the Confer	vence Reimbursement guidelines and have adh	red to the procedures.	
Registration Fee	Leadership and Effective Evaluations	1.00	\$0.00	\$450.00	\$0.00	\$450.00	006789	**I also excists that if elaintee	reinformencet fe	r mileage, I hold a current automobile insuran	n nelice to ner Sint 1	iner.
Lodging - Hotel	Hyati Regency Suites	2.00	\$0.00	\$0.00	\$545,00	\$545.00		I now coming make the community		- annugry - man a current accompanie interes	- been a men arms r	
Meals -Breakfast/\$20	Breakfast for 3 days	3.00	\$60.00	\$0.00	\$0.00	\$60.00						
Moals - Lunch/\$30	Lunch for 3 days	3.00	\$90.00	\$0.00	\$0.00	\$90.00						
Meals - Dinner/\$40 Parking	Dinner for 2 days Hotel Parking 2 Nights	2.00	\$80.00 \$40.00	\$0.00 \$0.00	\$0.00 \$0.00	\$80.00 \$40.00						
Mileage	Roundtrip to San Diego	425.00	\$278.38	\$0.00	\$0.00	\$278.38						
-	@ \$0.655/mile											
ravel / Conference Accor		d Totals:	\$548.38	\$450.00	\$545.00	\$1,543.38	No. of Concession, Name of Street, or other Designation, Name of Street, Name					
	Account Number			Amount								
	01-0000-0-0000-7300-5200	745-0210		\$1,543.38								
Substitute Account:												
Substitute Acct Cest:	\$0.00											
Other Account:												
Other Acct Cest:	\$0.00											
actual Expenses	of the state of the		L villa	1000	- N. 194	F16.11						
Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Actual Aget	Reimb, Amt					
Registration Fee	Leadership and	1.00	\$0.00	\$450.00	\$0.00	\$450.00	\$0.00					
Lodging - Hotel	Effective Evaluations Hyatt Regency Suites	2.00	\$0.00	\$0.00	\$545.00	\$545.00	\$0.00					
Meals -Breakfast/\$20	Breakfast for 3 days	3.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00					
Moals - Lunch/\$30	Lunch for 3 days	3.00	\$90.00	\$0.00	\$0.00	\$90.00	\$0.00					
Meals - Dinner/\$40	Dinner for 2 days	2.00	\$80.00	\$0.00	\$0.00	\$90.00	\$0.00					
Parking	Hotel Parking 2 Nights	2.00	\$40.00	\$0.00	\$0.00	\$49.00	\$0.00					
Milcage	Roundtrip to San Diego \$ \$0.655/mile	425.00	\$278.38	\$0.00	\$0.00	\$278.38	\$0.00					
	Actual Totals:		\$548.38	\$450.00	\$545.00	\$1,543.38	\$0.00					
								I				

## What Does Accounts Payable Need To Reimburse Your Mileage Card?

- Completed mileage card using most current version from website.
- Must use pre-populated mileage amounts (use chart spellings of sites).
- Travel Outside of District must include complete address for each location traveled.
- 1 mileage card per month DO NOT COMBINE MONTHS.
- Original employee and approver signatures.
- Valid Account Number.
- Submitted to Fiscal by the 10<sup>th</sup> of the month following travel.

\*\*\*Per Board Policy, mileage may not be reimbursed if this procedure is not followed.

			_						
ſ	FISCAL USE ONLY:		1						
١	Vendor #	Dete input:							
١	TC#	inftials:							
١	Description								
business Travel Mileage Expense board Guidelines  The District's liability insurance does not cover damage to private vehicles or passengers, but merely protects the District in the event of a claim of negligence. The driver's personal vehicle insurance policy would provide primary coverage.									

2 The driver must hold a valid California driver's license, and be of least 18 years of age.

3 The driver <u>must</u> be covered by an automobile insurance policy as per State law.

4 If transporting students, you must carry a minimum at: Lability/loadity Injury: \$100,000/\$300,000 per accident thoperly Damage: \$50,000 per accident Medical Payments: \$5,000

5 The number of passengers may not exceed the number of available seat belts.

6 Vehicles must be in proper mechanical condition.

7 Transporting included as is limited to vehicles which meet the requirements for transporting passengers contained in the California Motor Vehicle Code. Transporting individuals in pick-up tracks or varue equipped with sub-standard passenger accommodations is expressly prohibited.

8 If an employee is haveling to and from various after in the district, he/she must refer to the "mileoge chart" from 1-30, for mileoge. Otherwise, use Mapquest.com with "shafted distance" to calculate mileoge, complete destination address must be Isled.

9 If an employee does not have liability insurance on his/her vehicle, the employee should notify his/her supervisor and may not use their automobile for school business.

Leaffly that the above are actual and necessary have expenses that were incurred in accordance with provisions of Education Code Section 44032. It certify I had a current outcomobile insurance policy as per State law. Furthermore, I have read and acknowledge compliance with the Suriness Travel Mileage Engence Sound Guidelines detailed above.

	Karen Bernetein					
Signature:	Varies Senseress	Date: 07-25-23				
	(No inflicit)		Total Miles	18.4	X Current B	
Approved:	Nicolo Albiso	Date: 07-25-23	Account Humb	sec 01-0000-0-0000-7300-5210	01-0000-0-0000-7300-5210-745-0210	
	Principal/Department Head		_			

#### Riatto Unitled School District Mileage Approval Card

School/Department Rood Services Koren Bernstein TOTAL 18.6 She Vall P21.P20020 Return from alte visit Ste Vet Return from alte visit #N/A 18.4 X Current Rate 45.5 cents/mile \* 5 12.18

ORM INSTRUCTIONS

Enter Date & Purpos

2. Enter the name of the place of travel as it appears in the yellow area. If traveling to a non-district location, you may be add in the cells located towards the bottom of the card.

3. Print card, sign & date and obtain the appropriate approvals.

4. Wileage cards are due by the 10th of the month.

5. Mileage card \$8000 NOT be used for mileage to attend workshops/conferences. A TRV must be used for mileage tembursement for workshops/ conferences.

Revised 01/03/2023

#### FAQ's

- I'm creating a requisition/TRV/PSR and get an error message saying I don't have access to the account I've chosen – what do I do? Please contact the Fiscal Analyst overseeing the funding you've selected and she will be able to assist you.
- How do I know which AP Tech handles which vendors or reimbursements? Check the most recent District Quick Reference Telephone Listings (found on the District website under 'Staff Tools') or call Miranda Ochoa at ext. 2232.
- How do I know much money is left on my Open PO? Each individual responsible for that PO must maintain an updated declining balance spreadsheet.
- Who do I call about my conference reimbursement status? First, check with your site person responsible for TRV submissions to find out when it was submitted to Fiscal. AP has 30 days to process reimbursements once ALL necessary documents are received.
- What vendor should I use for my purchase or service? Please contact Purchasing for all vendor information.