**To:** Talladega College Faculty & Staff

**From**: Carmen Burns Accounts Payable Coordinator

**Date:** July 1, 2019

**Subject:** Guidelines for Travel, Supply, and Reimbursement Requests

Effective immediately, at least 10 days prior to the anticipated travel, supply needs, or any reimbursement requests by personnel, an Expenditure Form (E-Form located on the Talladega College website) or Travel Authorization Form (this form will be emailed to you along with the Guidelines), must be created, signed and delivered to the Department Head and Vice President for approval. Request to pay registration fees in advance should be made twenty (20) days in advance of the conference date by submitting a requisition (Literature concerning the conference and fee amounts must accompany the requisitions).

Once the form has been approved, an electronic requisition must be done (via *Jenzabar*) and the description of request must be clear on the electronic requisition. Afterwards, Accounts Payable will create a Purchase Order (P.O) based on the description of the electronic requisition. Once you receive the Purchase Order (P.O) number, the purchase can be made. Please make a copy of all packets (requisition requests) for your own records. Please do not expect Accounts Payable to search for packets for copying. The requester is responsible for requesting a W-9 from any new vendor. This package must be ready for process upon Submission.

There will be no Purchase Orders issued unless permission is granted by Vice President for Finance or Associate Vice President for Administration & Finance/Controller. Failure to adhere to this requirement will result in the requester being held liable for the incurred expense.

A requisition is a request to make a purchase. A requisition will only be accepted if:

* Proper approvals are present
* Account codes are accurate and valid
* Funds are available in the designated account

When a requisition is approved, it does not mean that a purchase should or can be made at that time. Requests can be approved, but will be delayed if cash is not available in the bank.

Requests for travel must be submitted 10 days in advance. Requests to pay registration fees in advance should be made 20 days prior to the conference date. Literature concerning the conference and fee amounts must accompany the requisition, which includes a Travel Expense Statement.

Paperwork for requests will be accepted Monday thru Friday only between the hours of 8:00 a.m. until 11:00 a.m.

All **Receipts** must be given to Accounts Payable as well as a **Travel Expense Statement** supporting documentation of checks written. There will be no new checks written if all expense documentation from previous checks have not been submitted.

**Note: Checks are processed on Wednesdays of every week. Student refunds are processed on Tuesday and Thursday of each week. Once your check request has been processed, it will be available for pick up in the Cashier’s Office located in the Business Office in Sumner Hall. Business Office hours are Monday thru Friday from 8:00 a.m. to 4:30 p.m.**

The mileage rate is $.51 per mile.

Per Diem will be as follows: Breakfast $8.00, Lunch $10.00 and Dinner $12.00. If you stay at a hotel that provides continental breakfast the payment of $8.00 will be deducted from your per diem. If you attend conferences that provide meals, per diem will be deducted as well.

**Invoices for purchases not approved will not be paid by the College. All unauthorized purchases are the responsibility of the purchaser.**

Failure to adhere to these guidelines will result in the denial of the request.

