Contact Information
Accounting Service Center

Supporting College of Agriculture:
NDSU.Accounting.ASC.Portfolio1@ndsu.edu

Supporting College of Arts and Sciences:
NDSU.Accounting.ASC.Portfolio2@ndsu.edu

Supporting Colleges of Engineering, Business, Health & Human Services:
NDSU.Accounting.ASC.Portfolio3@ndsu.edu

Supporting Provost’s Office, Grad School & Non-Academic Units:
NDSU.Accounting.ASC.Portfolio4@ndsu.edu

Note: Please include Dept # in subject line for routing
Website links:

Accounting Service Center
https://www.ndsu.edu/accounting/accounting_service_center/

Business Centers:
https://www.ndsu.edu/accounting/business_centers/
Purchasing
Old Main 17 | Phone (701) 231-8346
Stacey Winter – Director
Casie Ewalt – Procurement Officer
Jane Busko – Procurement Officer
Travel and Expense Reimbursement

Process Flow and Handoffs
While the Accounting Office does not currently require the travel authorization form to be attached to a reimbursement request, appropriate approvals are required prior to incurring travel expenses.
Things to Remember: Pre-Travel

- The most economical form of travel can be reimbursed. Do a price comparison showing the cost-benefit prior to booking a rental car or airfare reservation from an alternate location. Include this comparison with your reimbursement or P-Card documentation. Pre-authorization requests can be sent to NDSU.Accounting.Travel@ndsu.edu.
- Airfare is limited to main cabin economy flight, one checked and one carry-on bag. Proof is required showing it was the only option available if premium economy/business/first class or seats with an additional charge are purchased.
- We are unable to pay for refundable airfare or trip insurance.
- If in-state lodging cannot be found at 90% of the GSA rate, prior authorization from NDSU.Accounting.Travel@ndsu.edu is required before reserving a room. Three lodging facilities must be contacted; the lowest available rate will be reimbursed, regardless of which hotel is selected. Additional fees (safe, room service, mini-bar, bottled water etc.) are not allowed.
- Accounting Service Center will not charge hotel rooms to their P-Cards on behalf of others.
Process Flow: Reimbursement

1. **Employee personally pays for travel expenses, confirming funding with Business Coordinator**
2. **Business Center confirms funding availability**
3. **Employee prepares their own reimbursement request and sends it to ASC delegate for review**
4. **ASC Delegate reviews reimbursement request and provides feedback**
5. **Employee makes necessary revisions, signs and submits expense report for approvals**
6. **Request is routed for approvals, including Business Coordinator**
7. **Employee reviews, signs, and submits expense report for approvals**
8. **ASC Delegate prepares reimbursement request and returns to employee**
9. **Business Coordinator confirms funding and forwards information to ASC**
10. **Employee or Department Admin sends cover sheet and documentation to Business Center**

Delegates are trained in allowable expenses and documentation rules; working with a delegate will reduce the likelihood of a report being returned for corrections. Delegates only receive notification of returned reports they create.
Process Flow: Approvals

Prepay auditors do not review expense reports until the end of the approval chain, but the coordination between the employee and ASC delegate will help minimize returned claims at this step in the process.

While each reviewer plays a specific role, it is helpful for earlier reviewers to also look for compliance and proper documentation. Resubmitted claims restart the entire approval process.
Common errors or missed items

- Missing documentation, especially flight credits and signed student travel form
- Missing dates, location or business purpose
- Missing departure/arrival times, particularly when not traveling by air
- Missing Uber/Lyft information (time and address from/to or map with route)
- Incorrect/incomplete banquet forms
- Meals claimed that were provided by another source (hotel/conference)
- Comparison data
- Documentation justifying additional expense (eg: airline seat charges when no other option available)
Other Travel Notes

• The Accounting Service Center is allowed ten business days on all requests. While we often complete requests faster than this, please do not expect a turnaround of 1-2 days.
• Sharing a hotel room may cause the rate to go slightly over the state rate. This is acceptable if both parties are NDSU employees traveling for NDSU business purposes.
• A banquet calculator is in draft form, with the intent to post it to the ASC website in the near future.
• The $5.00 limit on tips for transportation services (Taxi, Uber, etc.) is per policy, but a review has been requested.
• Transportation to/from meals is considered a personal expense and included in the per diem allotments for meals.
• The ASC will cross-reference travel expenses with P-Card records for overlapping documentation. While we may still need information from you, we are reducing redundant information requests to the extent possible.
• Delegates only receive notification of returned requests when they create the report.
Related Forms: Travel

Travel Forms:

- Cover Sheet - Travel Expense
- In-State Travel Agenda/Meeting Documentation
- Travel Authorization - Out-of-State
- Cover Sheet - Multiple Location Travel Expense
- Travel Advance Request
- Travel - Student Payment
- Travel - Quick Reference Guide

Note: Reimbursement request cover letter form is pending; use the current department sheet or contact ASC for example from another department.
Supporting documentation must be provided by the individual requesting reimbursement.
Department administrative or academic staff may help organize receipts before turning the documentation over to Business Center for funding information.
If funding information is already provided, the documentation packet can be sent directly to the Accounting Service Center for delegate services.
Travel and Expense Questions?
Purchasing

Process Flow and Handoffs
Process Flow – Purchases > $10k

Employee contacts Business Coordinator to start the process

BC assists employee with preparation of bid request form, or alternate procurement form

Purchasing creates the PO and reviews the vendor

Purchasing works with the department to order the item(s)

Business Coordinator monitors the encumbrance to ensure items are received.

Note that software requires IT approval prior to purchase.

Departments must work with purchasing on all purchases over $10,000.
Process Flow – Receiving > $10k

- Business Coordinator monitors the encumbrance to ensure items are received.
- Department notifies Business Coordinator of received items.
- Business Center initiates receiving report and attaches all order and inventory document.
- Business Center forwards receiving report and inventory documents for payment.
- Specially trained ASC staff will enter receiving reports into Peoplesoft.

Payment may be made by entry into PeopleSoft for payment or by Procurement Card. The process flows for each method are outlined in the next two slides.

Receiving Report
Fixed Assets Inventory Document
Process Flow – ASC Orders for Delivery < $10k

Employee initiates small purchases form and sends to BC for funding info

BC completes form (including funding information) and routes to ASC

ASC staff make the purchase on behalf of the employee and provides order information to the BC

Department notifies the Business Center when items are received and forwards small purchase form and invoice to ASC for payment

Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee’s behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

ASC enters payment information

Asset Management enters equipment into inventory

Payment routes for approvals; equipment account codes go to asset management

Small Purchase Order - Under $10k
Process Flow – Employee Local Purchases < $10k

Employee works with BC to confirm funding and initiate small purchase form.

Employee makes purchase.

BC completes form (including funding information) and routes to ASC.

ASC enters payment information.

Payment routes for approvals; equipment account codes go to asset management.

Asset Management enters equipment into inventory.

Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee’s behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.
Process Flow – Employee Delivery Orders < $10k

1. Employee works with BC to confirm funding and initiate small purchase form.
2. Employee makes purchase.
3. BC completes form (including funding information) and hold until items are received.
4. Department notifies the Business Center when items are received and sends them invoice.
5. BC forwards invoice and small purchase form to ASC for payment.
6. ASC enters payment information.
7. Asset Management enters equipment into inventory.
8. Payment routes for approvals; equipment account codes go to asset management.

Note that software requires IT approval prior to purchase. Please attach this approval to the small purchases form.

Department administrative staff may route documentation on the employee’s behalf.

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.
Process Flow – Invoices Received

1. **Department receives invoice and routes to Business Center**
2. **BC attaches Small Purchase Form (including funding information) and routes to ASC**
3. **ASC enters payment information**
4. **Payment routes for approvals; equipment account codes go to asset management**
5. **Asset Management enters equipment into inventory**

If form is routed directly to ASC, ASC staff will reach out to BC staff for required information such as funding.

**Small Purchase Order - Under $10k**
Process Flow – Contracts > $10k

- Contracts are usually for a period of two years or less, but can include an option to extend or renew for up to 10 years.
- Remember to allow additional time for non-resident alien contracts.
Additional Information

Please allow ten business days from time of receipt by Accounting Service Center for us to process any requests. We will often complete activities much faster than this, but please do not expect an immediate turnaround.
Purchasing Questions?
Questions?
Thank you!