



UNLV | STUDENT LIFE
Student Life Business Services

HRL Training

REFRESHER & LATEST UPDATES

Introduction & Overview

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Student Activity (Programming) Expenses

- ▶ Student Activities are open to:
 - ▶ All students in a residential hall complex (RA floor programs)
 - ▶ All students in any of the residence halls (example RHA or NRHH)
 - ▶ All of the students on campus
- ▶ No hosting form is required
- ▶ Use Spend Category sc0715 and a respective AC code



RA Meals during Summit Training

- ▶ Resident Assistant meals are a condition of their employment. The RA's are provided meals (Dining Common Access). When the DC is not open or available during periods that RA's are still required to work, meals are purchased by alternative means to meet that obligation
 - ▶ Meals are limited by local GSA per diem rates
 - ▶ SC0183 – Food
 - ▶ AC00848 – Management Training Academy
- ▶ Resident Assistant meals at the end of the Summit Training are considered hosting and a host form approval is required.

Host Expenses

- ▶ Host expenditures have been approved for reasonable expenses for meals and beverages by or on behalf of employees, students, or guests of UNLV in the conduct of necessary business activities. Hosting must provide a benefit to UNLV through the establishment of goodwill, promotion of programs, or the creation of opportunities for meeting in which the mission of UNLV may be advanced.
- ▶ Host expenditures may not be used to pay or reimburse expenses otherwise not allowed by state or institutional regulations. Signature authority for host approval may not be delegated below the level of Vice President. Host expenditures may not be charged to state accounts

Host Expenses (Part 2)

- ▶ A Meal that is catered or restaurant-provided (breakfast, lunch, or dinner) which employees, students, or other individuals are present for the purpose of conducting substantial and bona fide University business. Groceries and beverages purchased for an event may also be charged as meals.
- ▶ The max meal allowance per individual will be as follows: (per Student Life internal policy)
 - ▶ Breakfast - \$14
 - ▶ Lunch - \$16
 - ▶ Dinner - \$26

Host Expenses (Part 3)

- ▶ Student activity/participant paid vs. Faculty/student staff paid
 - ▶ Student Activities (Programming) and Participant Paid
 - ▶ All expenditure that are essential and part of a program, such as faculty and student recruitment activities, marketing, employee professional development, participant paid expenses, and food supplied for registration paid programs are normal operating expenses and not a host expense
 - ▶ **For participant paid expenses use SC0074 (Other Operating Supplies) and activity code AC00210 Participant Paid**
 - ▶ **If the article has a UNLV Logo on it use SC0675 (Miscellaneous Promotional Items**
- ▶ Faculty and/or student staff events (Require host form signed by the Vice president, Dr. Fain, after Dr. Watson has initialed or signed the form)
 - ▶ Student life and government DC015 (Ex: Premier, Holiday reception, end of semester receptions, GA welcome, etc.)
 - ▶ The student life detail code is used for food, beverage, and purchases for student life activities including, but not limited to, student banquets, appreciation dinners, award ceremonies, receptions, etc. When the hosted portion of these events is paid using a campus account approved for hosting. You will need to submit a host form.
 - ▶ Employee Goodwill DC006
 - ▶ Expenses related to employee recognition such as expressions of congratulations for significant achievements and retirements. Hosting expenses are not permitted for recruitment activities, employee professional development, or participant paid events. You can reach out to the VPSA office to send flowers for sympathy, illnesses, and births on behalf of the entire division

Host Expenses (Part 4)

▶ Meal Tips

- ▶ UNLV Policy - A tip for meal service at a restaurant up to 20 percent of the meal cost will be allowed/reimbursed. For buffet service, the maximum tip allowed/reimbursement is \$1.00 per person. Meal tips are calculated on the total meal before taxes. Tips are only reimbursable on detailed receipts. NOTE: Tips are not reimbursable for alcohol purchases.
- ▶ *UNLV policy delivery/service fee is considered part of the tip percentage.

▶ Alteration of Receipts

- ▶ If there is the appearance that a receipt was tampered with; the document will be referred to the appropriate authority for action.

▶ Lost Receipts

- ▶ In the event a receipt is lost, the person who lost the receipt should submit an Affidavit of Lost Receipt. All information requested on the affidavit must be completed and signed by the person requesting reimbursement (not someone else signing on behalf of the person requesting reimbursement). In addition, the affidavit needs to be approved by the requestor's supervisor.

▶ Power Failure

- ▶ Should there be a power failure or for any reason a cash register receipt cannot be provided by the vendor, request a manual cash receipt from the vendor which includes: the vendor business name, a detailed description of what was purchased, the total amount paid, the method of payment, and the date of purchase.

▶ Receipt Submittal

- ▶ Scan and attach the receipts to the PCV/Requesting Payment process.

Software – Accessibility Department Approval

- ▶ New Requirement – all software purchases must go through Student Life Technology Department. SLT will then submit to “Accessibility Department” for review/approval.

P-Cardholder Responsibilities

- ▶ Consulting the P-card manual to ensure proper use of the card.
- ▶ https://www.unlv.edu/sites/default/files/page_files/27/PCard-ManualVersion-7.1.pdf
- ▶ Safeguard the card and card account number. NO SHARING!
- ▶ Alert suppliers that UNLV is tax exempt before making purchases.
- ▶ Ensure that supporting documentation is obtained for every transaction at the time of purchase. (This may include, but is not limited to: credit card slips, approvals, hosting forms, etc.)
- ▶ Ensure the verifications are completed correctly and timely.
- ▶ All software purchases on a p-card need to have pre-approval from the P-card Office. Please attach the approval email to the p-card reconciliation.
- ▶ Make sure that pre-authorizations or pre-approvals by the P-card office or Host authorization is obtained before making any purchase that has any additional requirements.

P-Card Reconciliation

- ▶ Normal reconciling should be performed no less than each week.
- ▶ Similar transactions may be grouped together on the same Pcard Verification (PCV).
- ▶ PCV transactions can be in small groups of no more that 5 or 6 transactions.
- ▶ If a PCV is sent back, the approval process is slowed/delayed for all the transactions in that group.
- ▶ Use correct Spend Category (SC code) during reconciliation process.
- ▶ Use Activity Code AC00994 for all Coronavirus related purchases.
- ▶ A transaction is considered reconciled/completed when the PCV is in the Pcard office que (after the Cost Center Manager and Supervisor approvals).
- ▶ June reconciliation: The P-card office requires daily reconciliation during the year end close process.
- ▶ Gasoline for rental cars for UNLV business is allowable on the P-Card. If a personal vehicle was used, then the cardholder will either need to pay the University back or it will need to be deducted from their expense report-per diem reimbursement.

Non-Cash Giveaways

- ▶ A non-cash giveaway may be periodically be awarded by departments to contest winners during a campus event or activity. These awards are required to be reported to the IRS when the value(s) accumulate to \$600 or more. To allow for reporting compliance, the “Non-Cash Giveaway” form should be completed and submitted to Accounts Payable for appropriate recording.
- ▶ The form should be submitted to AP for every non-cash giveaway regardless of the amount.
- ▶ <https://www.unlv.edu/controller/accountspayable>
- ▶ https://www.unlv.edu/sites/default/files/page_files/3/Non-Cash-Giveaways-FINAL-2.pdf
- ▶ <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Preferred Contracted Vendors

- ▶ Purchasing and the P-card Office are requiring the use of preferred vendors when a campus contract is in place.
- ▶ Preferred Contracted Vendor link:
- ▶ <https://www.unlv.edu/purchasing/contracts>

Rebel Copy and Send

- ▶ Printing, laminating or typesetting is available.
- ▶ Documents received with your order need to be given to Demetria for forwarding to the SLBS office.

Travel Requirements

- ▶ Although University guidelines do not prohibit travel to US conferences at this time, travel has been suspended within Student Life. No travel is currently budgeted for FY22. The only exception that was made is with respect to travel for health, life, and safety purposes. Department heads who are interested in having staff travel to attend a professional conference should consult their Assistant Vice President. Final approval must be given from Dr. Watson. A Budget modification will need to be submitted to SLBS Account Manager by the department's Director.
- ▶ Spend Auth is required for all trips for UNLV insurance coverage purposes.
- ▶ Expense Report required even for \$0.00 reimbursement
- ▶ Lodging exceptions to the per-diem that meet “maximum exception limit” need to be approved by the AVP. Exceptions that exceed the “maximum exception limit” should be routed to the VP for approval.
- ▶ All off campus student activity trips must be processed through SUES KX system
- ▶ Event participant waivers w/emergency contact info

Training Complete

- ▶ You have now completed this training:
- ▶ For any further questions please contact your Account Manager with Student Life Business Services!
- ▶ Have a great day!

