Welcome to the Audit Alert newsletter from the Financial and Operational Audit office. Please feel free to forward comments, questions or suggestions:

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Financial and Operational Audit website – adminfinance.nku.edu/divisionlinks/foa.html

Accounts Payable and Travel Reminders

1. For NKU employees, travel requests should be filed for all overnight travel prior to submitting an expense report. Accounts Payable will reject an expense report for overnight travel that does not have a travel request filed. For NKU student travel, all employee travel policies apply but are submitted to Accounts Payable with a Parked Vendor Invoice.

2. No expenses should be incurred on any procurement card until the travel request is approved.

3. Expense reports for daytime travel only should be filed within 5 days after the end of the month for one month’s mileage or within 10 business days after the end of a trip. For overnight travel, an expense report should be filed within 10 business days after the end of a trip.

4. Meal per diem can only be claimed on a travel expense report when there is an overnight stay.

5. Mileage can only be reimbursed when a traveler has driven their personal vehicle. Gas receipts can only be reimbursed when a traveler has taken an NKU vehicle or a rental vehicle.

6. If personal and business travel is combined, an airfare cost comparison must be attached to the travel expense report showing what the airfare would cost if the traveler were only flying for NKU business. NKU will reimburse the lesser of the two.

7. Other personal choices, such as airline seat upgrades or driving versus flying, that are included with an employee’s travel expense report must be supported with a valid Concur cost comparison detailing what the most economical fares were at the time of travel. NKU will reimburse the lesser of the two. This must be provided to Accounts Payable when travel expenses are submitted.

8. Any travel related receipts greater than $10 must have a detailed receipt attached to an expense report. Reimbursement for expenses greater than $10 that do not have a receipt attached will only be reimbursed for $10.

9. Remember to include any travel related expenses paid on an NKU procurement card on your expense report, choosing the specific expense type ending in “paid by NKU.” For example, if you booked your flight on the procurement card, the expense type you should use on your travel expenses is “Airfare paid by NKU.” This is needed for accurate travel reporting.

10. Electronic receipt copies should be attached to expense reports prior to submitting for payment. The original receipts are to be kept by each individual department. Receipts paid by non-grant funds are to be kept at least 4 years. Retention requirements for pro-card charges related to external grants vary. Grant principal investigators should refer to specific document retention instructions provided by the Office of the Comptroller in your “Notice of Grant Expiration” letter.

Employee Travel Policies: comptroller.nku.edu/travel/employee.html

Student Travel Policies: comptroller.nku.edu/travel/student.html

ESS Travel Training FI 203 ESS Travel: pod.nku.edu/podreg/allevents.asp?sort=date
**REMINDEERS FOR PROCUREMENT CARD USERS**

Mandatory Monthly Scheduled Report
- A mandatory monthly transaction report must be run by all cardholders from 5/3 SDG2 system.
- Report Name: Accounting Code Detail
- The report must be signed monthly by cardholders and reviewed by their manager monthly or quarterly.
- Keep the report with your monthly reconciliation.
- Failure to adhere to this reporting requirement will result in an incident and possible PCARD suspension.

Sales Tax – Tax Exempt
NKU is exempt from payment of Kentucky sales tax. Cardholders should emphasize tax exempt status at the time of purchases. The NKU tax exempt form can be found on the Procurement Card Services website.

Transaction Limits
Do not split transactions to stay under your per transaction limit.

Food Purchases: Always indicate a business purpose when the University pays for a meal and ask for an itemized receipt. Fill out the “IRS Meals and Entertainment Form” found on Procurement Services website and keep it with your monthly reconciliation. Remember to use Chartwells for all on-campus food purchases.

Travel: DON’T use your PCARD for your meals; use the PER DIEM method for meals when in travel status. When traveling with students, using your PCARD for student meals only is acceptable. Remember: PCARD charges for travel should be included on the expense report with expense type within SAP. Ex. Registration-paid by NKU, with attached receipt.

Monthly Reconciliations: Cardholders assume the responsibility of supplying all necessary support documentation. This includes itemized receipts and/or fully completed Missing Receipt Forms, business purpose of charges, etc.. Billing cycle ends on the 25th, if the 25th falls on a weekend or holiday, the cycle ends on the next business day. Cardholders have 3 full business days to reconcile after the billing cycle closes.

Reminder: MasterCard transactions can be reconciled on a daily and weekly basis. A file from 5/3 SDG2 is loaded weekly to SAP. A 2013 Monthly MasterCard Statement Calendar is available on the Procurement Card Services website.

Failure to Reconcile: Will result in an incident and cause your transactions to post to your default department cost center under the G/L 550099. If you receive 3 incidents via email in a 6 month period your card will be suspended.

Record Retention: Cardholders should retain original documents and all appropriate receipts. Receipts paid by non-grant funds are to be kept at least 5 years. Retention requirements for pro-card charges related to external grants vary. Grant principal investigators should refer to specific document retention instructions provided by the Office of the Comptroller in your “Notice of Grant Expiration” letter.

When in Doubt: If you are in doubt as to whether a purchase is permitted on the PCARD, contact Procurement Card Administrator first for confirmation.

Phone: (859) 572-5171
Email: purchasing@nku.edu

Procurement Card Policies and Procedures Link
procurement.nku.edu/card.html

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**FRAUD REPORTING HOTLINE**

3 Ways To Report:

Anonymous Hotline
859-572-1300

Web-Based (Anonymous)
adminfinance.nku.edu/divisionlinks/foa/concerns.html

Talk to an Auditor
859-572-6117

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