Accounts Payable FAQ

Payments

- **How do I approve payment for an invoice?**
  You may approve payments via signature of approval on the invoice, digital signature in Adobe, or email approval if you have a digital certificate on your email address and the date. If the invoice is for a non-PO purchase you must indicate the account number you wish to charge. Please attach any authorization documents you may have: Copy of Contract, APS/AIS & EICCC, OOE, etc.

  For purchases that are not associated with a contract or PO, check with the BFS Purchasing team to ensure that additional approval from Jerry Fuller, Assistant Vice President & Director of Procurement & Payment Services, is not needed prior to processing for payment.

  Once you have approved payment of the invoice, please forward to:

  o Original invoices with signatures - Interoffice mail to: BFS Accounting MC: H7000 FC1 3.210
  o Digital Signatures - E-mail to: BFSOperatingAccounting@austin.utexas.edu

- **I need to make a purchase for my department. Do I need a Purchase Order?**
  [http://www.utexas.edu/admin/purchasing/](http://www.utexas.edu/admin/purchasing/)

- **What is the university’s tax ID#?**
  The university’s Federal I.D number is 74-6000203.

- **Do I need to send receiving documents such as packing slips to the BFS Operating Accounts office?**
  Yes, this provides the backup information needed to show the merchandise being paid for has been received. We prefer that you send receiving documents with the approved invoice.

- **If I have a new contract and/or need to make an amendment to a contract, do I need to send a copy of the signed contract to the BFS Operating Accounts office?**
  Yes, we need to include a copy as supporting documentation when processing the first payment on the new contract and/or amendment to the original contract.

- **How can I check to see if a vendor is set-up in DEFINE?**
  In the command field type “GG3” and in the Miscellaneous field type in a portion of the vendor name. The vendor’s name will be displayed if they are currently set-up within DEFINE.

- **What do I need to do in order to get a vendor set-up in DEFINE?**
  Please provide a copy of the Payee Information Form to the vendor. The vendor should then submit the completed form via this link.

Travel

- **Who approves travel vouchers for reimbursement?**
  Travel reimbursements should be approved through the BFS Operating Accounts team before sending to the Office of Accounting. Travel reimbursements under $200.00 will be final approved at
BFS. Please send a copy of the DEFINE cover sheet and supporting documentation to: Interoffice mail to: BFS Accounting MC: H7000 FC1 3.210 or e-mail to: BFSOperatingAccounting@austin.utexas.edu.

- **(UEM only): How do I get reimbursed for travel expenses?**
  Upon return from your trip, turn in all of your expense receipts within 30 days to Frances Samsam.

- **How much can I spend on a hotel and how much will I get in per diem?**

- **If I paid taxes, can I get reimbursed for them?**
  It depends - we can pay city and occupancy taxes regardless of an in-state or out-of-state stay. We are exempt from paying state tax for travel within Texas, and we must pay state taxes in other states. If you paid state taxes while traveling in Texas, please contact the hotel, submit a Texas hotel occupancy tax exemption form and request a refund.

- **How can I get a copy of the Texas Hotel Occupancy Tax Exemption form?**

- **What is the deadline for submitting my receipts?**
  Due to Internal Revenue Service (IRS) regulations and Safe Harbor rules, employees who request reimbursement of expenses that were incurred more than 60 days ago are required to submit with their request for reimbursement a written statement explaining the reasons for the delay. Late reimbursement requests will also require additional levels of approval and may be disallowed entirely or reported as taxable income to the payee.

- **When can I expect my reimbursement check and can I get that direct deposited?**
  You can expect to see your reimbursement within five to seven business days, in order to allow for time to gather all of the needed approvals. We can process your reimbursement to direct deposit into your account as long as you have that option designated in your paycheck profile. For help with this, please contact UO-HR-Services@austin.utexas.edu.

**Journal Entries**

- **How can I move charges from one account to another?**
  An authorized account signer can send an e-mail to BFSOperatingAccounting@austin.utexas.edu with the following information:
  - Document ID, Date, Amount, Transaction Description, Account charged
  - The account you want to move the charge to
  - Reason why you want the charge moved
Contact

- **Who is my point of contact for questions about payments for my department/division?**
  Please refer to our [Operating Accounts](#) team contact information.