

SESSION 1: TRAVEL & CHROME RIVER

9:00 AM – 10:30 AM

1.11.24

CHROME RIVER – PRE-APPROVALS

- Pre-approval reports are required for the following (includes foundation funded expenses):
 - Overnight travel
 - International travel
 - Sponsorship Requests
 - Non-Chartwells food and beverage requests

More on this on next slide



FOOD REQUESTS

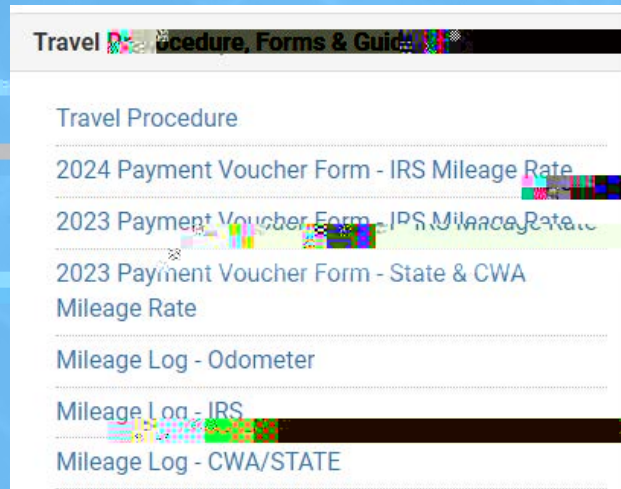
- All non-Chartwells food requests require a pre-approval. Examples include:
 - Eating at an establishment
 - Food for Stockton pantry
 - Ordering food/prepackaged items
 - Includes candy, giveaways, concession purchases
- Galloway campus requests

SAME DAY TRAVEL

- Chrome River preapproval reports are not required, even if there is an associated cost such as a registration fee
 - Pcard can be used for registrations and parking
- Effective 1/1/24, IRS mileage rate is .67 cents/mile
 - For grant funded travel, consult with the Grants Manager to determine if the state rate should be used for reimbursement
- Student travel
 - Send list of student travelers to Campus Police prior to leaving campus

SAME DAY TRAVEL REIMBURSEMENTS

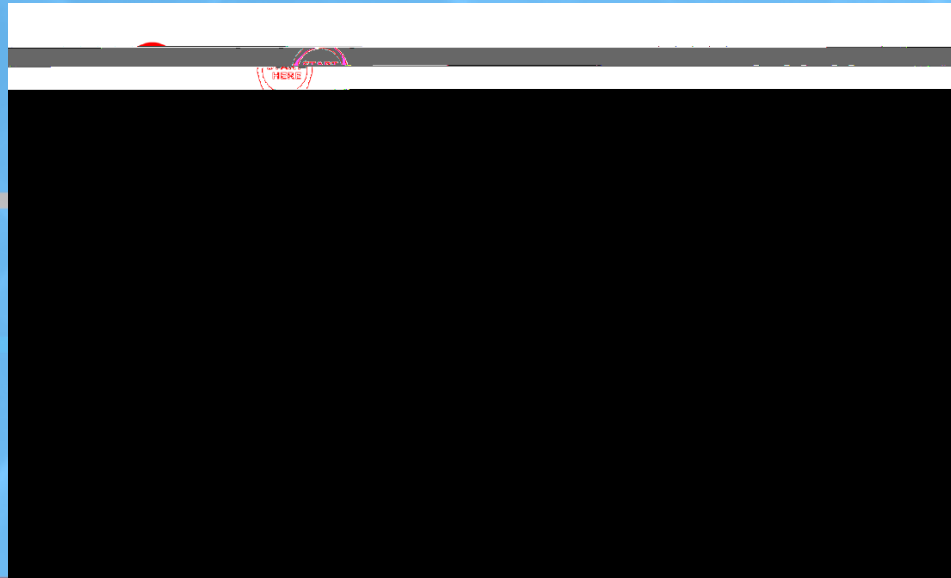
- Same day travel reimbursements are processed as direct pays
 - See our travel webpage for updated payment voucher forms and mileage log templates



HOW TO CALCULATE MILEAGE



- Determine the appropriate mileage rate IRS, State, or CWA
- Normal work commute deduction is required if traveling to and/or from home on a day the employee is being compensated

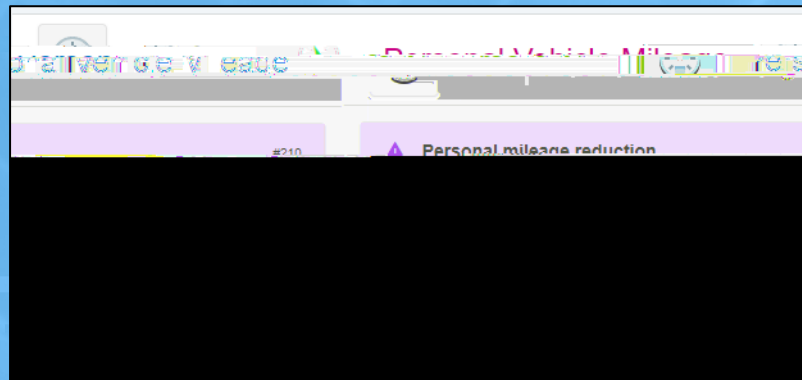


CHROME RIVER EXPENSE REPORTS

EXPENSE REPORT TIPS

- Expense reports must have a fully approved pre-approval
 - Import the pre-approval at the start of creating the expense report
- All expenses, including those charged on a Pcard, must be listed on the report
 - Pcard transactions should be reconciled prior to submitting the expense report
- Ensure the amounts spent are exact on all line items
- Only the reimbursable expenses require a receipt in Chrome River
- Personal vehicle mileage
 - Ensure the date reflects the date(s) traveled
 - Respond appropriately to the message regarding mileage deduction

NO DEDUCTION



DEDUCTION

Miles	<input type="text" value="131.32"/>	Calculate Mileage
Deduction	<input type="text" value=""/>	<input type="button" value=""/>
Mileage	<input type="text" value="IRS Rate"/>	<input type="button" value="None"/> <input checked="" type="button" value="Distance"/> <input type="button" value="Amount"/>
Departure location	<input type="text" value="Home"/>	<input type="button" value=""/>

WHEN IS A PO REQUIRED FOR TRAVEL?

- Payments for activities
 - Ziplining, escape rooms, etc.
- Payments for transportation
 - Buses for student trips
- Contracted social events
 - Banquets, Spirit of Philadelphia



RECOMMENDED VENDOR FOR RRVREL-2020 R

QUESTIONS?



THANK YOU FOR JOINING US!



The PPT presentation and links to the recordings will be posted to the Accounts Payable webpage.
Please contact us to schedule any additional trainings!

SESSION 2: Pcards & Bank of America


10:45 AM – 12:00 PM

1.11.24

RECENT UPDATES – PCARD

- Pcardlimits reestablished

SIGN UP FOR A CHARTWELLS PCARD

 **STOCKTON UNIVERSITY**

Board Application Form

Completion of this form is a prerequisite for the issuance of a p-card to University employees to conduct business of the University. In addition, the p-card is issued to authorized Stockton University employees to conduct business of the University. In addition, the p-card is issued to authorized Stockton University employees to conduct business of the University. In addition, the p-card is issued to authorized Stockton University employees to conduct business of the University.

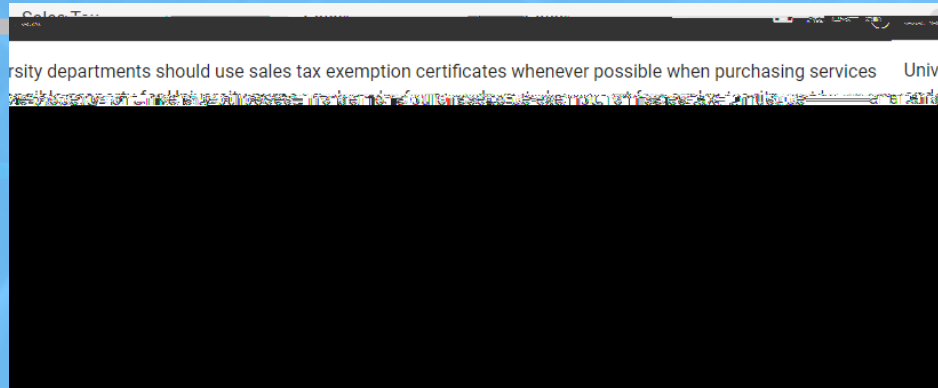
Select the type of Board being requested:

Chartwells Department Individual

[Redacted content]

PCARD TIPS

- Make sure you know your PIN
- We are sales tax exempt in NJ, FL, and MA
 - When making purchases ~~person~~, please bring copies of our sales tax exemption documentation
 - Additional tax information can be found on the Tax Compliance webpage or reach out to Tax@stockton.edu



BANK OF AMERICA



Work

- Logging in & viewing your dashboard
- Pending transactions and rolling back your date range
- Running Reports
 - How to check your available balance
 - Report on batch status

QUESTIONS?



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SESSION 3: Banner & ePAFS

1:00 PM – 2:00 PM

1.11.24

BANNER REMINDER & TIP

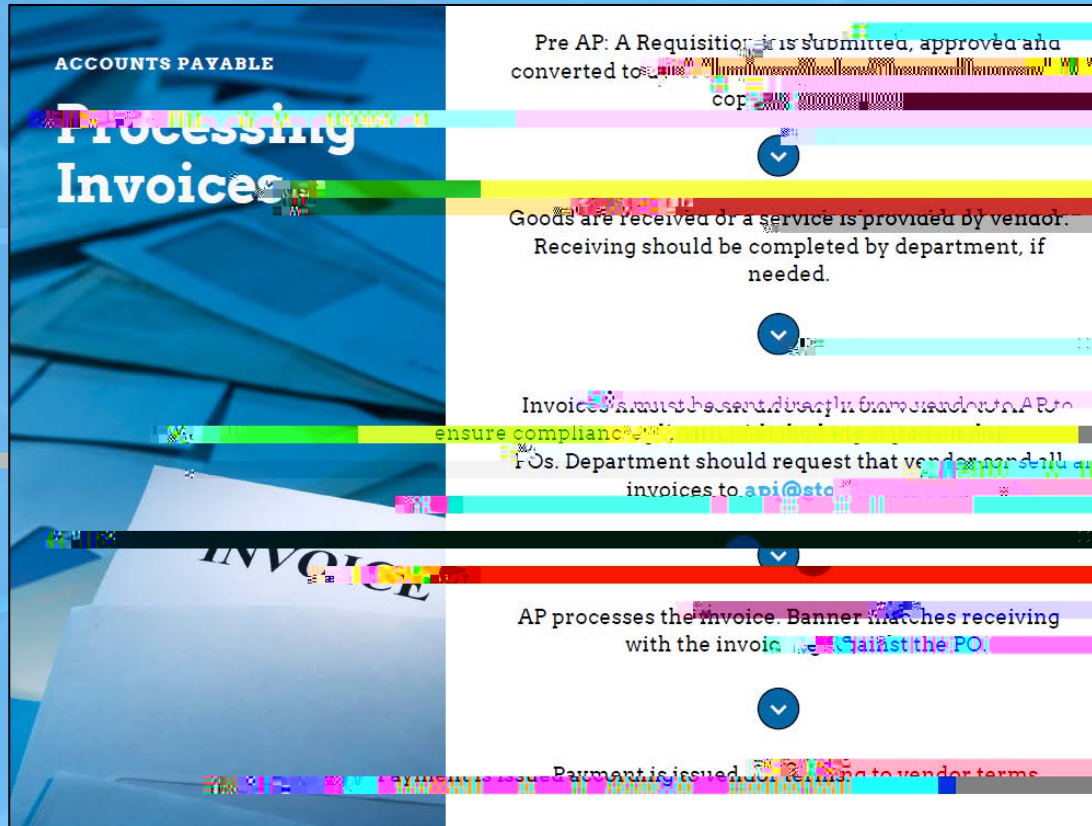
- If payment is being processed for a membership/subscription/contract, please provide the term dates
 - This information is tracked and provided to Fiscal Affairs
- When entering direct pays and requisitions, let your Budget Unit Manager know there are documents in their queue to approve
- How to look up approval routing in SSB



ePAF Update

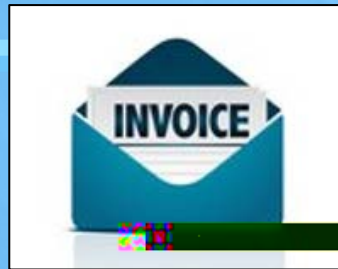
- Update to Employee Supplemental PAF Routing
 - Human Resources has been added as level 58
 - Please select Tristan Stoltzfus as the approver
- How to update your default routing

INVOICING PROCESS



INVOICING REMINDERS

- AP cannot process payment with a quote, statement, or proforma invoice.
- Attaching an invoice to your requisition or PO is not sufficient to process payment. All invoices must be sent directly to AP (emailed/mailed) for payment to be processed.



INVOICES AWAITING RECEIVING

- Automated email sent on Tuesday mornings
- Please handle promptly as vendor has not been paid
- Please contact Purchasing for assistance on receiving



CHECK WITH ORDER POs

- Requisitions that are entered must indicate it is a check with order request
- Purchasing will convert the req as a check with order PO
- Once the approved CWO is emailed to the ~~order~~ user, please send a copy of the PO to api@stockton.edu with the phrase “Check With Order” in the subject line

HOW DO I KNOW IF A CHECK CUT?

- Document History (FOIDDOCH)
- Vendor Detail History (FAIVNDH)

QUESTIONS?



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