

**METROPOLITAN
COMMUNITY COLLEGE**

ACCOUNTS PAYABLE

Fort Omaha Campus
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ACCOUNTS PAYABLE (457-2404)

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ACCOUNTS PAYABLE DEPARTMENT
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Contacts

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I. SERVICES

Check Writings

Accounts Payable writes checks once a week, normally on Wednesday. Paperwork for a check must be received by Accounts Payable by Tuesday for the check to be ready for distribution on Friday of that week.

Manual Checks

If an emergency check must be issued before the next scheduled check writing, a manual (typewritten) check may be requested from Accounts Payable with required documentation.

Approval to Pay

Invoices are paid as soon as Accounts Payable receives the purchase order and an original invoice or document and approval to pay from the Cost Center Manager. An acceptable payment approval is one that appears on a document that acknowledges the amount to be paid and the quantity received.

The approval may take the form of a signature on the invoice, a memo to Accounts Payable, an email, or a signed packing slip, when the amount billed matches the purchase order amount. Signed packing slips or other approvals to pay should be sent to Central Stores for computer input. **A signature on the purchase order or purchase requisition is not sufficient.**

Prepayments

Some vendors require payment to accompany the order. In such cases, note the payment requirements on the purchase requisition. **Be sure to attach original invoices or documents.**

Non-Employee Payment/Reimbursement

Payments to non-employees for honorariums, consultant fees, and other miscellaneous expenses must be submitted for processing to Accounts Payable on a Non-Employee Payment Reimbursement Voucher Form. The form should be filled out in its entirety, include the signature of the non-employee, and the appropriate department's approval signature.

Go to the form:

<http://www.mccneb.edu/formsbank/forms/NonEmployeeVoucher.xls>

II. TRAVEL PROCEDURES

General Information

College business travel generally falls under the category of local or long-distance travel. Local travel is considered as one-day travel within Nebraska to a destination within a 200-mile radius of Omaha with return to Omaha occurring the same day. Long-distance travel is considered as travel to a destination beyond a 200-mile radius of Omaha. (For authorization and reimbursement purposes, local travel resulting in an overnight stay will also be considered as long-distance travel.)

Travel Authorization Form

Applicable local or long-distance travel must be requested on a Travel Authorization form and submitted for approval by the appropriate Dean, Vice-President, or Executive Vice-President not later than four (4) weeks prior to travel to ensure the most favorable transportation rates and hotel reservations. The area Dean, Vice-President, or the Executive Vice-President may require an "Information for Travel Authorization and Travel Summary" form.

Note: Employee travel-related fees for conference, lodging, and airfare, etc. should always be submitted on a Travel Authorization form and not a purchase requisition.

Travel Reimbursement -- Local Travel

Metro reimburses employees who use personal vehicles for College-related travel within 200 miles of Omaha at the rate established by the State of Nebraska Department of Administrative Services for use of a personal vehicle for business purposes. Standard one-way intercampus distances are as follows:

| | Bellevue | FOC | SOC | EVC | Offutt | Fremont | Sarpy | ATC |
|----------|----------|-----|-----|-----|--------|---------|-------|-----|
| Bellevue | - | 13 | 6 | 25 | 4 | 47 | 10 | 23 |
| FOC | 13 | - | 9 | 22 | 17 | 35 | 16 | 8 |
| SOC | 6 | 9 | - | 22 | 9 | 41 | 9 | 18 |
| EVC | 25 | 22 | 22 | - | 30 | 24 | 18 | 15 |
| Offutt | 4 | 17 | 9 | 30 | - | 53 | 12 | 25 |
| Fremont | 47 | 35 | 41 | 24 | 53 | - | 39 | 28 |
| Sarpy | 10 | 16 | 9 | 18 | 12 | 39 | - | 15 |
| ATC | 23 | 8 | 18 | 15 | 25 | 28 | 15 | - |

Travel Reimbursement -- Long-Distance Travel

Travel by personal vehicle farther than 200 miles from Omaha will be reimbursed at the rate established by the State of Nebraska Department of Administrative Services for use of a personal vehicle for business purposes, up to the cost of coach plane fare. Travel farther than 200 miles from Omaha must be supported by a travel authorization form signed by the appropriate supervisor(s), Vice-President, Executive Vice President, and when appropriate, the President. Refer to Procedures Memorandum V1-2 for greater detail. All local and long-distance

conference registration fees must be requested on the Travel Authorization form. Do **NOT** use purchase requisitions for conference registration fees.

When meals are incurred as part of College travel, costs (including gratuities) of up to the authorized amount per day will be reimbursed if supported by receipts. **All travel costs, including food, lodging and transportation, must be supported by receipts.** Reimbursement for unsupported expenses may be disallowed. Refer to Procedures Memorandum V1-2 for greater detail. Reimbursements must be submitted to Accounts Payable within 30 days following the travel. Travel occurring near the end of the fiscal year must be submitted to Accounts Payable for reimbursement by July 15.

Go to the Reimbursement Voucher:

<http://www.mccneb.edu/formsbank/instructions.asp?idnum=111>

Travel Advances

An advance for travel expenses may be obtained through a request on the travel authorization form. The corresponding travel authorization form must be on file in Accounts Payable before an advance can be paid. Send the request for advance in sufficient time for Accounts Payable to prepare the check as part of the weekly check writing. **A travel Reimbursement Voucher form with receipts attached still must be filed with Accounts Payable within thirty days after completion of the trip.** The employee remains liable to Metro for the amount of the travel advance until Accounts Payable receives an expense report and repayment of any excess advance. If actual travel costs exceed the advance, the employee will be reimbursed in the next check writing.

No advances will be issued for an amount less than \$100. All advances must be supported by approved estimates of reimbursable expenses.

Miscellaneous Expenses

If it is impractical to pay for small commodity purchases (such as approved minor office supplies) with either a Metro check to the vendor or petty cash, purchases made with an employee's personal cash may be reimbursed through a Reimbursement Voucher. **Only those approved purchases supported by detailed, itemized receipts will be paid.** Employees will be reimbursed for sales tax.

Petty Cash

Some small petty cash funds are available to facilitate the payment of small commodity purchases. Monthly reconciliations and replenishments must be performed. Petty cash can only be used to pay for small commodity purchases (less than \$25.00). Travel and personal services are **NOT** to be paid through petty cash.

Travel Guidelines P.M.

To access the complete Travel Guidelines Procedures Memorandum, go to:

http://www.mccneb.edu/procedures/VI-2_Travel_.pdf