

# **Richard Bland College of William & Mary**

## **Expense Guidance**

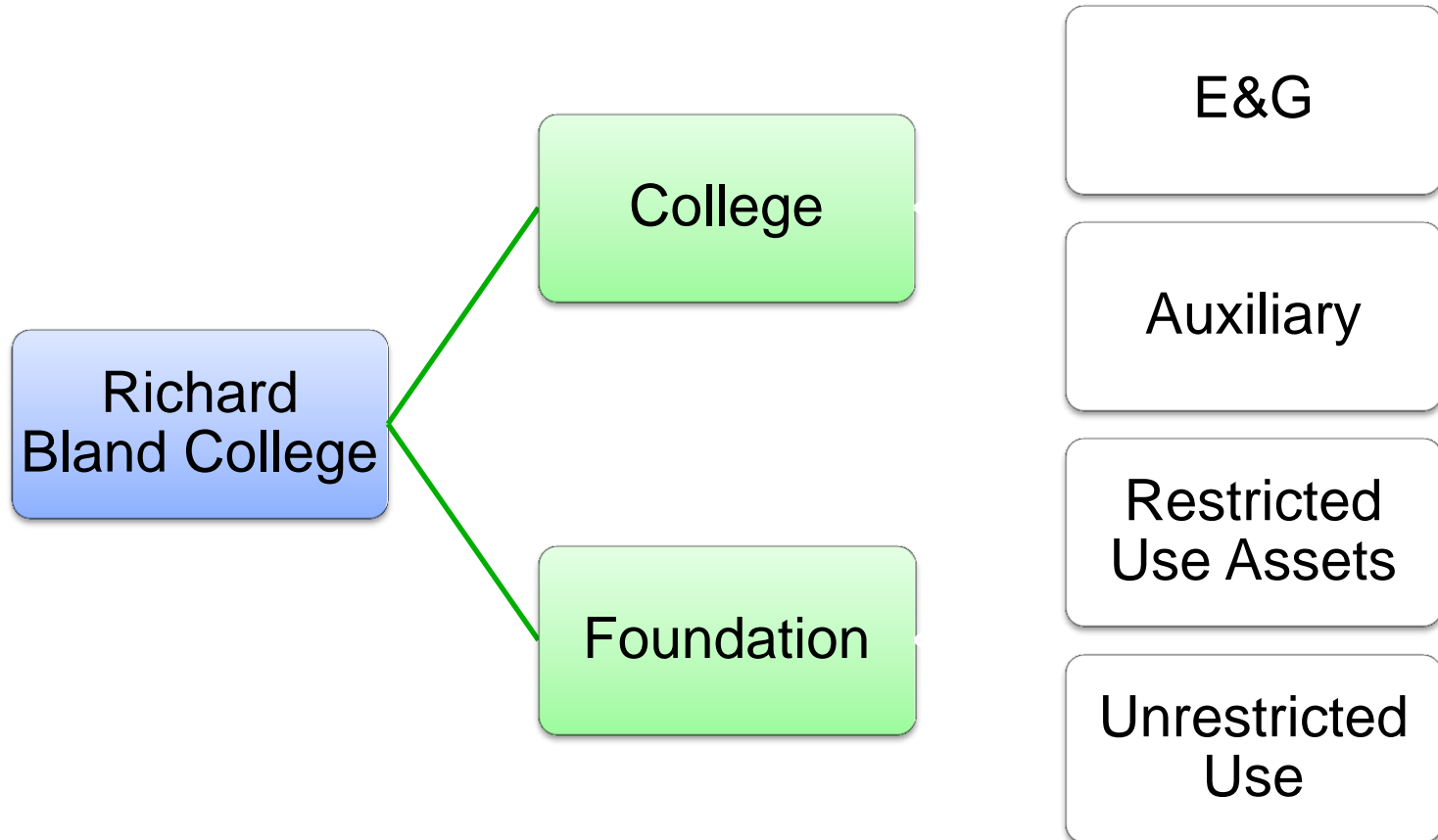


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## Structure



Local Funds is part of E&G

- Regulated by the State
  - What that means
    - Annual Audit by APA (Auditors of Public Accounts)
    - Must follow State rules
      - Most applicable rules
        - Procurement
        - Travel expenses
        - Conferences



- Regulated by the Foundation Board
  - What that means
    - Annual Audit by hired auditors
    - The majority of net assets are restricted
      - Can't use but for purpose that they were donated

The following is the link to the state travel guide:

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335-2013.pdf#page=18](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2013.pdf#page=18)

The following is the link to the travel reimbursement form:

[http://www.doa.virginia.gov/General\\_Accounting/Forms/GA\\_Forms\\_Main.cfm?#Travel](http://www.doa.virginia.gov/General_Accounting/Forms/GA_Forms_Main.cfm?#Travel)

Remember that you will need to submit two separate forms if some expenses are not allowed under state guidelines. One for the state allowed and one for the foundation.

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## Overnight Travel

- All overnight travel must be approved in advance on the “Faculty/Staff Absence request form.”
- <http://www.rbc.edu/administrative-offices/office-of-finance-and-administration/finance-forms/>

## Lodging

- Lodging should be booked by the individual traveler.
- Rate cannot exceed per diem limits.
- Exceptions require prior written approval by:
  - Dr. Debbie Sydow
  - Penny Howard
- No exception request can exceed more than 150% of per diem even with justification.



## **Meal**

- Must follow state guidelines:
- Do not submit receipts for meals greater than per diem allowed for that meal. You may be better off claiming per diem.
- Day of Travel requirements apply resulting in reduced reimbursement (see guidelines)
- If meals provided by conference or others you can not request reimbursement
- The following can not be reimbursed
  - Alcoholic Beverages
  - Entertainment Expenses

## **Conferences**

- Conference registration fees needs to go through purchasing after approval has occurred
- See form for over \$1,000 and out of state
- Any conference that is attended by more than 3 employees must have a justification letter for the necessity of sending more than three attendees.
- This must be approved by:
  - Dr. Debbie Sydow
  - Penny Howard



## Mileage Reimbursement

- Reimbursement occurs after your normal commute
- Under 100 miles per day reimbursed at \$0.565 per mile for use of personal car
- Over 100 miles per day :
  - Check to see if State Vehicle available
  - If no ,Check with purchasing or on fleet transportation to see if rental car is cheaper. Be sure to have justification included
  - Use of personal vehicle reimbursed at \$0.246 per mile unless no state car and not cheaper (expense reimbursement must have justification included)





## Business Meeting

- Generally, meal expenses must involve an overnight stay to qualify for reimbursement. In these instances, the traveler must adhere to the travel regulations outlined earlier for meal reimbursement.
- Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. Individuals in travel status may occasionally attend meals that qualify as business meals.
- Such meals occur while the individual is on official business and must:
- Include Agency Head or designee approval.
- Involve substantive and bona fide business discussions and include ***the original, itemized receipt.***
- ***List by name all persons involved in the meal and the reason for the meal.*** If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).
- Be reimbursed for ***actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table***, excluding the incidental allowance. (See **Business Meal Exceptions**)
- For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.
- Delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.



## **Athletics**

- Student athlete and Coach travel has to be submitted on team travel form
- Travel for team must be preapproved.
- Student amounts for travel cannot exceed the state per diem amounts.
- NJCAA rules apply



## Additional thoughts

- Travel forms are supposed to be submitted within 5 days of completing travel and no later than 30 days.
- Travel forms must include Travel Authorization form:
  - The following people can authorize
    - Dr. Debbie Sydow
    - Penny Howard

**Note: The Travel Authorization Form is required for overnight travel but your manager may require for day travel**

The following link can be helpful in determining cost:

<http://www.vccs.edu/services/perdiem/>

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# ***Procurement***





- RBC has to be compliant with the policies and procedures set forth in the following three manuals:
  - APSPM (Agency Procurement and Surplus Property Manual)
  - VPPA (Virginian Public Procurement Act)
  - Vendors Manual



## APSPM (Agency Procurement and Surplus Property Manual) Procurement Policies

### I. Small Purchases - Goods and Services, other than Professional Services (*see Chapter 5*)

Thresholds	Procedures
<b>Small Purchase:</b> Up to \$5,000	Obtain a minimum of one (1) quote from a DMBE-certified small business, if available.
Over \$5,000 up to \$50,000	Solicit a minimum of four (4) DMBE-certified small business sources, if available, in writing or electronically using Unsealed Bidding; Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. Solicitations up to \$50,000 shall be set-aside for DMBE-certified small unless exempted and documentation is required.
Over \$50,000 up to \$100,000	<p>Solicit a minimum of four (4) sources, including a minimum of two (2) DMBE-certified small businesses, in writing or electronically, using Unsealed Bidding, Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. If set-aside for small business only (see 3.10g), solicit a minimum of four (4) DMBE-certified small businesses, if available.</p> <p>Requires public posting on eVA VBO if small purchase expected to exceed \$5,000. Quick Quote solicitations meet the public posting requirement.</p>



II. Competitive Sealed Bidding or Competitive Negotiation (*see Chapters 6 & 7*)

Threshold	Procedures
Over \$100,000; may be used for lesser amounts.	Unless set-aside for small businesses only ( <i>see</i> 3.10 g), solicit a minimum of six (6) sources, including a minimum of four (4) DMBE-certified small businesses, in writing, including electronically through eVA. If set-aside, solicit a minimum of six (6) DMBE-certified small businesses, if available. Use one of the following methods for purchases over \$100,000 unless an exception ( <i>see</i> III. below). 1 - Competitive sealed bidding. 2 - Two-step competitive sealed bidding. 3 - Competitive negotiation, including Best Value Acquisition. A written justification is required.

III. Exceptions To Competitive Procurement (*see Chapters 8 & 9*)

Thresholds	Procedures
Emergency	Take immediate action if required to protect personal safety or property and noncompetitively negotiate. Other emergencies, seek competition to the extent practicable. Requires written determination signed by the agency/institution head or designee.
Sole Source (Unlimited dollar amounts)	Over \$5,000, a written quotation must be obtained from the vendor. Requires written justification approved in advance by the agency/institution head. Over \$50,000 requires approval from DGS/DPS. Agencies and institutions may make contract awards after appropriate approval. Purchase using noncompetitive negotiation.  Competition not required. 4.17.
Used Equipment up to \$30,000	Annex 3-B III, Used Equipment – remove reference to 1.5c



- Some Goods and Services must be procured from Mandatory Sources regardless of funding source (commonwealth funds, local funds and grant funds) and regardless of payment method (state Visa credit card, check, petty cash, advances and reimbursement). A Waiver is required prior to issuing any purchase orders for the products that are sold or produced by the following Mandatory Sources. For VCE waivers, you must also submit an ANNEX-13 D form along with the approved VCE waiver to DPS for approval.  
Examples on the following pages:





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## *Mandatory Goods and Services*

- VCE (Virginia Correctional Enterprises)
    - Printing
    - Furniture
    - Clothing that has embroidery
    - Binders, name badges, signs
    - Microfilming & data storage
    - Optical
    - Shipping pallets
  
  - VIB (Department for the Blind & Vision Impaired)
    - Temporary employment services
    - Mailing services
    - Pillows
    - Mattresses
    - Writing instruments
    - Gloves (exam/latex)
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## *Mandatory Goods and Services*

- VDC (Virginia Distribution Center)
    - Coffee
    - Paper products
    - Cleaning supplies
    - Work gloves
  - OGC (Office of Graphic Communications)
    - Graphic communication services in excess of \$750.00 (services include concept and marketing strategies, creative writing, graphic design, web graphics, photography research and art direction, illustration, and production management.
  - **Note:** There are mandatory state contracts that are processed by the Department of General Services that we must procure from. These contracts can vary (examples: clothing, mail machines, vehicles, gases for labs, diplomas, etc.)
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