

## VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



BANK OF AMERICA

## ➤➤➤ A Little Q & A ◀◀◀

### **What do I need to attach to the travel reimbursement for a business meal?**

- An approved TA (Travel Authorization)
- A list of guests that attended the meal
- An itemized receipt
- Credit card receipt if this information is not included on the item itemized receipt

### **How should I pay for my conference registration/membership dues?**

- These expenses should be paid by your admin with the Department PCard if,
  - It is under \$2,000
  - PCard payment is accepted
  - Fees to use SPCC do not exceed 3%

## Car Rentals

(CAPP, Topic No 20335, Section No. 20300)

### **Car Rental Insurance**

- State employees inside the continental U.S. should decline the option to purchase insurance offered by the rental car company. Rental insurance is non-reimbursable. The Department of Treasury, Division of Risk Management, provided a Statewide Self-Insured Automobile plan for State Employees.
- State employees outside of the continental U.S., but inside the territorial United States are required to purchase and will be reimbursed for comprehensive and collision coverage.
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### **Car Rental Refueling**

- Travelers must ensure that the rental vehicle is refueled before returning the vehicle to the rental contractor.
- In no instance should the traveler enter into a "Fuel Agreement".
- VMI will not pay the higher refueling rate which would then come out of your pocket.

### Receiver Reminders:

- Please ensure invoices are date stamped
- All orders over \$2,000 require a BO/PO encumbrance
- Carefully select State or Local fund disbursement
- Attach the eVA order unless exempt
- If paying a PCO with receiver, provide a justification reason why the SPCC was not used
- Any questions regarding receivers should be submitted to Accounts Payable-payables@vmi.edu

**BE ON THE  
LOOKOUT  
REQUIRED AP  
TRAINING  
COMING SOON!**

