

Barnard College
Comprehensive Purchasing and Expenditure Policy
Effective January 18, 2005

CONTENTS

A)	Overview	1
B)	General Purchasing Procedures	2
C)	Purchase Order Procedures	3
	1) Ordering Using a Purchase Order	3
	2) Central Stores	4
	3) General Receiving Procedures	4
	4) <u>Purchase Order Payments</u>	4
D)	Purchasing Card Procedures	4
	1) Overview	4
	2) Uses and Restrictions of the Purchasing Card	5
	3) The Purchasing Card Process	6-7
	4) Required Documentation/Approvals/Deadlines	8
	5) Roles and Responsibilities of the Cardholder	8
	6) Lost, Stolen or Cancelled Cards	9
	7) Key Contacts	9
E)	Check Request Form Procedures	9
	1) Use of Check Request Forms	10
	2) Required Documentation	10
	3) Authorization of Check Request Form	10
	4) Deadlines	10
F)	Corporate Credit Cards	11
	1) Use of Corporate Credit Cards	11
	2) Required Documentation/Deadlines	11
	3) Authorization of Corporate Credit Cards	11
G)	Travel Policies – Faculty Travel	11
H)	Travel Policies – Non Faculty Travel	12
	1) Purpose of Travel Policies	12
	2) Air Travel	13
	3) Lodging	13
	4) Car Rental	14
	5) Other	15
	6) Reimbursable and Non-Reimbursable Travel Expenses	16
	7) Payment/Reimbursement Process	16
	8) Travel Advance	16
I)	Garber Travel	17
J)	Petty Cash	18
K)	Miscellaneous Purchasing Information	19

A) **Overview**

The purpose of the Barnard College Comprehensive Purchasing and Expenditure Policy (the “Policy”) is to provide an overall set of policies and procedures for the business related purchases and expenditures of Barnard College (the “College”).

B) General Purchasing Procedures

Barnard College employees have four options in making a purchase on behalf of the College.

- 1- Purchase Orders
- 2- American Express Purchasing Cards (the "P Card")
- 3- Check Requests
- 4- Corporate Credit Cards (for authorized employees only)

For all purchases over \$500.00 for goods and services for the College, regardless of the source of funds and methods of payment, are to be made using Purchase Orders via the Purchasing Department (except as noted below). All purchases under \$500.00 should be made using the American Express Purchasing Card, where possible. In general, the Check Requests or Corporate Credit Card options should be used in the following situations:

- 1) Reimbursement to employees for College related expenses. (i.e.- travel)
- 2) For purchases for goods and services under \$500.00, when the P-Card is not accepted.
- 3) **For purchases for goods and services over \$500.00, where due to time constraints or other special circumstances, the use of a P.O. would not be applicable.**

C) Purchase Order Procedures

The use of Purchase Orders is managed by the Purchasing Department. The following are steps to be used in this process:

1. Ordering Using a Purchase Order

- **Purchase Requisition Form** – A two-part Requisition Form* is completed and signed by the department head or other authorized individual. The first copy is submitted to Purchasing and the second copy is for the department's files. If you do not have budgeted monies for the specific purchase, contact the Budget Director. **For the 1 fund, requisitions must be approved by the Assistant Controller or the Controller (as of 1/18/05).**
- **Purchase Order Form** – Upon receipt of the Requisition Form, the Purchasing department prepares a Purchase Order* ("P.O."). The original Purchase Order is sent to the vendor, two copies of the Purchase Order are sent to the Requisitioning Department. The pink copy is for the Department's permanent file. The yellow copy is to be retained by the Department until the goods are received or services are performed. For those requests received prior to 1:00 p.m., a P.O. will be generated on the same day.
- **Annual Purchase Orders** – Annual purchase orders are used on a limited basis to eliminate repetitive requisitions to the same vendor. Supplies or services are drawn against these orders as needed by the designated departmental representative, contacting the vendor directly. The Director of Purchasing must approve all annual purchase orders.
- **Confirming Orders** – If circumstances require that a department phone or fax in an order directly with a vendor, a Requisition Form must still be completed and must clearly be marked "CONFIRMING ORDER – DO NOT DUPLICATE." This will insure that the Purchase Order will be sent to the vendor as a "CONFIRMING ORDER – DO NOT DUPLICATE" and not as an original order.
- **Authorizing Payment Upon Receipt of Goods or Services** – All goods and services should be reviewed/inspected immediately upon receipt by an individual in the Department authorized to sign for such receipt.
- **Complete Shipments** – If a shipment is complete for all items on a Purchase Order, sign and date the receiving copy of the Purchase Order (yellow copy) in the "receiving report" box and return the yellow copy of the Purchase Order to the Accounts Payable Department
- **Partial Shipments** – If a partial delivery of the original order has been received,
 1. Make a photocopy of the receiving report of the Purchase Order.
 2. Circle and date each item received.
 3. Sign and date in the applicable "partial shipment" box.
 4. Submit this photocopy to the Accounts Payable Department. Repeat this procedure for subsequent partial shipments.
 5. When final shipment is received, circle and date on the original yellow form the final items received; sign and date in the "completed shipment" box and submit this original to the Accounts Payable Department.
- **Damages and Shortages** – If goods are found to be unacceptable for any reason or if a department wishes to return merchandise, contact the Purchasing Office immediately. Arrangements will be made for the goods to be picked up and returned to the vendor. This process is begun by filling out a Change Order, which should be completed with the assistance of a Purchasing employee.
- **Change Orders**– **If the actual cost of purchases is 10% higher than the original P.O. amount (exclusive of shipping charges), a Change Order must be completed.**

*For instructions on completing these forms, please visit the Purchasing Department website at www.barnard.edu/purchasing. Actual forms can be obtained from the Purchasing Department.

2. Central Stores

Central Stores is located in 107 McIntosh. Stores Hours are Monday through Friday, from 10a.m. to 4p.m.

Computer supplies and stationery are purchased in bulk by Central Stores in order to make them readily available to departments at cost prices. To obtain supplies and stationery, complete the Stores Requisition Form and bring it with you to Central Stores during the hours mentioned above. The Stores Requisition Form can be obtained from the Purchasing Department. For instructions for this form, please visit www.barnard.edu/purchasing.

Central Stores also provides assistance for online purchases with Weeks Lerman. Departments can access Weeks Lerman from the Internet or visit the purchasing department for help with ordering office supplies.

3. General Receiving Procedures

- UPS, FEDEX and other carriers' Next Day and Overnight packages arrive in the morning. Prior to Central Stores AM hours, the Stores and Receiving Clerks will separate and log these packages. Every attempt is made to deliver all priority packages prior to 10:30 AM, but occasionally, due to volume, there is a delay.
- Non-priority packages and regular deliveries will be delivered in a reasonable amount of time and throughout the business day.
- All attempts will be made to deliver your package the day it arrives. If you are not available on our first attempt, a phone message or email will be left to arrange a second attempt.
- If you are expecting a package and have not received it, please contact Purchasing, at x47043, to check the status. In addition, please provide Purchasing with a tracking number, whenever possible, which will expedite the search.
- Gas cylinders are treated as regular packages.
- Computers will be secured between 4-5pm the day they are delivered. Please call or come to Purchasing to request this service, after you have made delivery and installation arrangements with the Help Desk.

4. Purchase Order Payments

Actual invoices along with the yellow copy of the P.O. must be submitted to Accounts Payable for Payment. The yellow copy of the P.O. should be signed by the Department Head or other appropriate individual.

D) Purchasing Card Procedures

1. Overview

The Purchasing Card Procedures section is intended to provide Cardholders with information about the Barnard College American Express Purchasing Card (the "P-Card") program and to familiarize them with their responsibilities as Cardholders.

This purchasing card is accepted worldwide at any location that accepts either the traditional American Express Card or the American Express Purchasing Card. The Purchasing Card is very similar to a bank charge card or credit card. However, the department name appears on

the P-Card and the charges are paid directly by Barnard College. The P-Card process is intended to replace the less efficient and more costly purchase order and payment processes for purchases \$500 and under. This streamlined process allows for better controls over purchases and deliveries.

2. Uses and Restrictions of the Purchasing Card

Uses of the Purchasing Card:

The Purchasing Card is to be used whenever and wherever possible for acquiring goods and services (\$500 and under) on behalf of Barnard College and must be used in compliance with the College's expenditure and purchasing procedures. Please note the following:

- The P-Card is a charge card and must be used in such a manner that will ensure the security and safekeeping of the P-Card and its account number at all times. The Cardholder is responsible for keeping the P-Card secured on Barnard premises unless required to make off-site purchases.
- The P-Card is the required method for the purchase of small dollar value (\$500 or less) for miscellaneous expenses, materials and services. Exceptions will be made where vendors do not accept American Express. Types of commodities and services that can be charged are:
 - business meals
 - subscriptions
 - registrations
 - books
 - brochures, catalogs and price lists
 - promotional supplies
 - dues & memberships
- Internal procedures should be set up in each department so that proper authorization is given to make purchases.
- The Department should determine that the price quoted is the best that can be obtained. Contact the Purchasing Department for special pricing available.
- Ensure that no sales tax is charged. The College is exempt from New York Sales and Use Tax. The College's tax exemption number is printed on the P-Card.

Restrictions of the Purchasing Card:

The Purchasing Card is for official business use only. It may not be used for personal purchases and it may not be used for travel (airfare, hotel or automobile rentals). In addition, the P-Card **CANNOT** be used to purchase the following items:

- Cash advances or cash awards including honorariums
- Construction or remodeling
- Employee Benefits: entertainment, tuition
- Furniture and Computer Equipment
- Fines, late fees, penalties (including parking tickets)
- Personal purchases
- Gifts

- Service Contracts
- Special Services: Independent Contractors, performers, consultants, speakers
- Student tuition, scholarships or stipends
- Travel (any lodging, hotels, motels, airline tickets, etc)

Please note that additional restrictions may be placed on expenses that are allocated to grant accounts. Contact the Assistant or Associate Controller for information about additional restrictions for grant accounts.

P-Card privileges may be revoked, temporarily or permanently, by Barnard College if a Cardholder fails to comply with the Purchasing Card Procedures.

Purchasing Limits:

Purchase amounts are limited as follows:

- \$500.00 plus 10% allowance for shipping and handling - maximum per transaction
- \$1,500.00 aggregate transaction limit per month unless otherwise approved by the Budget Director.

If a department determines that its P-Card purchasing needs exceed the \$1,500 monthly cap, please contact the Budget Director or the Director of Purchasing for further assistance.

Cardholders cannot split transactions into smaller amounts to avoid dollar limits placed on the P-Card. If you need to purchase an item above the limit, please contact the Purchasing Department or the Budget Director for special consideration to temporarily increase the transaction limit.

3. The Purchasing Card Process

How To Apply:

- Purchasing Cards can be issued to departments that have been assigned a general ledger account number or for certain grant accounts. Applications can be obtained by contacting the Purchasing Department.
- The official Cardholder is the designated budget officer for each department (Department Chair, etc.) The Cardholder will receive a copy of the procedures and sign for receipt of the card as well as acknowledgement of the guidelines. All prospective Cardholders must sign a Cardholder Agreement Form to be eligible to receive a Purchasing Card. (This form can be obtained from the Purchasing Department.)
- The Cardholder must designate a department P-Card custodian who will have responsibility for reconciling monthly statements, submitting all paperwork and retaining appropriate backup.

How to Make a Purchase:

Purchasing with the P-Card is simple. Just follow these steps:

- Call, visit, order through the Internet, or fax the supplier that you selected. Be specific about the item and quantity that you are ordering.

- A Purchasing Card is not a Corporate Card. Please make the distinction when ordering on-line or by telephone.
- Ensure that the supplier has the proper department name and address when placing an order.

Department Name/Barnard College
3009 Broadway
New York, NY 10027

- If you are not the Cardholder for the P-Card and you are making a purchase in person, you will be required to provide a letter from your department head/budget officer authorizing use of the card and to present your valid Barnard College ID when making a purchase.

How to Receive an Order:

When you receive an order:

- Verify that the supplier filled the order correctly. Check the contents of the package or verify that all the items you ordered were delivered.
- Make sure that the supplier charged you correctly and did not include sales tax. If there is an error or damaged goods, contact the supplier directly.
- Sign and date the packing slip or receipt. If the charge amount is not listed, write the total cost that you were quoted on the packing slip or receipt.
- Note all received orders on your Transaction Log immediately (see Monthly Reconciliation).
- Keep the packing slip or sales receipt from every delivery or purchase. (See Monthly Reconciliation).

How to Dispute a Charge:

Occasionally, billing errors may occur. For example, you may be charged sales tax, or you may be charged for goods and services that you did not receive. Remember that, by law, suppliers may not bill you for purchases until your order is ready for shipment.

- If there is a suspected error with a legitimate charge, the Cardholder should contact the supplier. If the error is confirmed, the supplier should be instructed to issue a credit against the applicable P-Card account. This should be noted in the department's Transaction log. (See Monthly Reconciliation) The credit should appear on the next monthly American Express statement.
- If the Cardholder contacts a supplier and they are unable to reconcile a difference in a charged amount, the Purchasing Department should be contacted for assistance.
- If billing or returned item disputes cannot be resolved with the supplier within 30 days, the Cardholder must contact American Express Customer Service at 1-800-492-4920 and follow the instructions they provide. American Express will issue a temporary credit while the dispute is investigated.

4. **Required Documentation/Approvals/Deadlines**

- a. On a monthly basis, the Cardholder will receive an individual P-Card statement. If you did not make any purchases, you will not receive a statement. Departments will verify

charges, assign account numbers, sign and forward the original statement to the Purchasing Department.

b. Document your purchases throughout the month by maintaining a Transaction Log (see attached document for example). The transaction log should be kept in Excel (or other similar format) and should include the following information:

- Date
- Requestor or person for whom you placed the order
- Vendor name
- Total amount of the order, including shipping and handling
- Business purpose of the purchase – including attendees of business meals, etc.
- Account number

c. Purchasing Department should receive:

- √ Original P-Card Statement – approved and dated by Cardholder. (See d below)
- √ Allocation of expenses to account numbers.
- √ Completed and signed Transaction Log (or similar format).

Departments should retain the following records:

- √ Copies of approved P-Card Statement
- √ Copies of Transaction Log.
- √ All original receipts and invoices.

d. The monthly P-Card Statement should be approved by the Cardholder which is generally the Department's Budget Officer. If any charge is paid for by the Provost Office, an additional approval and coding is required by a representative of the Provost's Office. If the appropriate Provost approval is not obtained before the required deadline, the individual department will be charged.

e. All required documentation must be submitted to the Purchasing Department no later than 7 business days from the date of receipt of the monthly American Express P-Card Statement. Records should be kept for 7 years at the Cardholder's location.

5. **Roles and Responsibilities of the CardHolder**

- Cardholders warrant and agree that the Purchasing Card shall be used only for related business purposes within the Cardholder's authorized level and for approved budgeted expenditures.
- The Cardholder is responsible for all purchases made with the card.
- The Cardholder is responsible for ensuring proper credit appears on the Cardholder's statement for the return of merchandise, and initiating and handling any and all disputes with suppliers.
- The Cardholder will be responsible for maintaining receipts and reconciling those receipts to the monthly statement, as well as maintaining a transaction log.
- The Cardholder is responsible for notifying the supplier that Barnard College is tax exempt.

6. Lost, Stolen or Cancelled Cards

Lost or Stolen Cards:

- The Cardholder is to report the loss/theft of their card (or account number) immediately to American Express Customer Service at 1-800-492-4920.
- After American Express has been contacted, the Cardholder must then advise the Purchasing Department. In addition, the Cardholder must provide and sign a brief narrative on circumstances to the Purchasing Department.
- Upon notification to American Express of a lost or stolen card, further use of the card will be blocked. Prompt action in these circumstances can reduce the College's liability for fraudulent charges.
- American Express will replace the card within 2 business days.

How to Cancel a Card:

- In the event that the Cardholder's employment is terminated, the department must initiate cancellation of the Cardholder account. Purchasing Card accounts cannot be reassigned from one employee to another.
- The Purchasing Department should be contacted immediately and the P-Card should be cut in half and returned to the Purchasing Department.

7. Key Contacts

- | | |
|---|--------------|
| • American Express CPC Customer Service | 800-492-4920 |
| • Barnard College Purchasing Department | 212-854-5204 |
| • Barnard College Budget Director | 212-854-6032 |

E. Check Request Form Procedures

1) Use of Check Request Forms

As discussed in the General Purchasing Procedures section above, the check request should be used for the following situations:

- a) Reimbursement to employees for College related expenses (ie.travel)
- b) Purchases for goods and services under \$500.00 where the P-Card is not accepted.
- c) Consulting fees or honorariums for non-employees. Please note that any payments made directly to an individual for goods or services, the individual must provide their Social Security Number /Tax Identification Number and tax address.
- d) Subscriptions.
- e) **Purchases for goods and services over \$500.00 where due to time constraints or other special circumstances the use of a P.O. would not be applicable.**

2) Required Documentation

In order for a Check Request Form to be processed by Accounts Payable, the following documentation must be submitted to Accounts Payable:

- a) Actual invoice or receipt. Completed and approved Check Request Form
- b) The actual invoice or receipt must be provided. Copies of receipts or actual personal credit card statements will not be accepted in the normal course. In the rare case that an actual receipt is not available, a copy of the receipt or credit card statement will be accepted under the condition that the employee sign a statement attesting that no actual receipt is available and that a duplicate charge will not be submitted. Employees who repeatedly avail themselves of the receipt alternative may have this privilege revoked.
- c) Proper description of expenditure including business purpose, attendees of any business meals, etc. Description can be documented on the Check Request Form.

For instructions to complete a Check Request Form, please visit www.barnard.edu/purchasing. Check Request Forms can be obtained at the **Controller's** Department.

3) Authorization of Check Request Form

All Check Request Forms must be signed by an authorized employee, generally the budget officer for the department **or the person designated by the Budget Officer. In relation to Grant/Restricted Funds, the Grant Officer or designated department official should approve the form.**

For Check Request payments for 1 Fund and 2 Fund expenses, an additional approval is required (as of 1/18/05):

- **For 1 Fund payments, the Assistant Controller or Budget Director or the Controller must approve the Check Request.**
- **For 2 Fund payments, the Assistant Controller or Budget Director or the Controller must approve the Check Request.**

For **O Fund** out-of-pocket expense reimbursements (non-**petty cash**), the employee's supervisor must approve the reimbursement with the following exceptions:

- a) For Vice Presidents and the President, the Controller must review the reimbursement.
- b) For Academic Department Heads, where the Provost office is **not** paying for the expense, the Budget Director must review the reimbursement. If the Provost Office is being charged for the expense, the Provost office will approve the reimbursement.

Any issues or concerns regarding these reimbursements will be discussed with the V.P. for Finance and Planning (or with the President with regards to the expenses of the V.P. of Finance and Planning).

4) **Deadlines**

Check Request Forms should be submitted on a timely basis to Accounts Payable for processing. The following is the schedule for the Accounts Payable Department:

If received by:	Checks mailed by:
Monday 12:00 p.m.	Wednesday at 3:00 p.m.
Wednesday 12:00 p.m.	Friday at 3:00 p.m.

F. Corporate Credit Cards

1) **Use of Corporate Credit Cards**

Certain employees are issued authorized Barnard College Corporate Credit Cards (i.e., Chase Visa or American Express). Employees are authorized for the corporate credit cards based on the nature of their job responsibilities.

Corporate Credit Cards should only be used for business related expenditures (i.e. business travel, business meals) or business purchases under \$500.

2) **Required Documentation/Deadlines**

Upon receipt of monthly corporate credit card statements, each employee must submit the following documentation to Accounts Payable:

- a. Statement Deadline - Please forward actual Credit Card statement to Accounts Payable no later than 5 business days from receipt of statement.
- b. Support Deadline - Monthly itemization of charges and actual receipts must be submitted to Accounts Payable by the last business day of the month when the statement is received. The itemization should include: date, amount, vendor name and business purpose of each charge.

3) **Authorization of Corporate Credit Cards**

All Corporate Credit Card statements must be approved by an employee's supervisor with the following exceptions:

- a) For Vice Presidents and the President, the Controller must review the monthly statements.
- b) For Academic Department Heads, where the Provost office is **not** paying for the expenses, the Budget Director must review the reimbursement. If the Provost Office is being charged for the expenses, the Provost office will approve the specific expenses.

Any issues or concerns regarding Corporate Credit Card charges will be discussed with the V.P. for Finance and Planning (or with the President with regards to the expenses of the V.P. of Finance and Planning).

G. Travel Policies – Faculty Travel - The Provost Office manages a Faculty Travel Fund for attendance at conferences and research supported travel.

The following policies and procedures should be followed for any faculty conference or research travel which is being paid for by the Provost Faculty Travel and Research Fund (effective 7/1/02):

- 1) Barnard College funds for travel are available only for officers of instruction who are Barnard employees.
- 2) A letter of invitation or a printed program, and a completed “Application for Travel to a Conference” form signed by the Chair, must be submitted to the Office of the Provost. Requests for funding of faculty travel must precede the professional meeting in which the officer of instruction is a participant. Under ordinary circumstances, after-the-fact applications will not be considered. (Applications are available in the Provost Office.)
- 3) In general, an officer of instruction may only receive support for travel to professional meetings in which the individual is a participant. For Assistant Professors in clock years 1 through 3, the requirement for participation in the program will be waived if the Chair and the Provost agree that attendance at the meeting will enhance the faculty member’s career in the meaningful way (i.e., attendance at the discipline’s national meeting or at a prestigious invited workshop). For other full-time faculty, support for attendance at board meetings of journals, or officers’ meetings of academic associations is considered on a case by case basis at the Provost’s discretion.
- 4) Regular full-time officers of instruction have priority consideration for travel funds. Therefore only applications from full-time officers of instruction will be considered through March. After that time, part-time officers of instruction may be given consideration for the remainder of the fiscal year, as long as funds last. Emeriti applications are considered on a case by case basis.
- 5) The limit on support for travel to conferences is \$2,400 per faculty member over a two-year period with the following expense caps: domestic airfare to \$600 per trip; ground travel to \$100 per trip (receipts needed for train, taxi over \$10); and room rate to \$125 per night. Faculty Travel and Research grants do not cover food or per diem allowances.
- 6) As a rule, travel will be paid only up to the caps noted above, but faculty members are encouraged to locate cheaper fares to extend travel funds available for their use.
- 7) Officers of instruction who participate in conferences outside the continental U.S. may apply for an international supplement of up to \$700 over a two-year period when the normal allowance for airfare is insufficient.
- 8) Travel advances are available only to cover the cost of airline tickets. A receipt for the ticket must be presented within 5 working days of its purchase with the Travel Expense Report form (available through Controller’s Office). Other expenses will be reimbursed when original receipts are submitted, within 30 days of the trip. Receipts submitted after 30 days may not be reimbursed.

For additional information please visit www.barnard.edu/edtech/provost2/TRVLFRM.pdf

H. Travel Policies – Non-Faculty Travel

- 1) **Purpose of Travel Policies**

These policies and guidelines are applicable to the business-related travel of the non-faculty staff of Barnard College, its Board of Trustees members, and for all others traveling on behalf of or as a guest of Barnard College.

The Policy's purpose includes:

- Providing guidance to travelers, travel arrangers, approvers and auditors on cost-effective management of travel expenses
- Identifying reimbursable versus non-reimbursable expenses
- Clarifying employee responsibility for controlling and reporting travel related expenditures.

It is, of course, impossible to anticipate every situation that may be encountered while traveling on business. Thus the College expects each employee to exercise good judgment in incurring travel expenses, and to obtain prior management approval for any expenses or any expenditures not specifically covered under Policy regulations.

2) **Air Travel**

The following are procedures which should be followed when arranging Air Travel for Barnard business purposes:

- **Class of Service**: Barnard employees should make every effort to book the "lowest reasonable fare" when booking air travel. "Lowest reasonable fare" takes into consideration the fare, length of layover, and shortest possible route. If any travel is booked other than coach or economy, an explanation must be provided upon submitting receipts and written supervisor authorization must be obtained.
- **Non-refundable tickets**: Non-refundable tickets provide significant cost savings and should be used whenever possible. When advised that a ticket is non-refundable, please be aware that a partial or full penalty will apply if travel changes occur after the ticket and boarding passes have been issued.
- **Timing of Reservation**: Every effort should be made to secure travel arrangements as far in advance as possible. At a minimum, tickets should be purchased at least seven days prior to the travel date. Making reservations two or more weeks in advance provides the best opportunity to secure the lowest possible cost.
- **Airport Parking**: Travelers must use the most economical parking facilities available within reason, which is normally the airport long-term lot.
- **International Flights**: For international flights, you must reconfirm all return flights at least 72 hours before departure. Failure to reconfirm may result in automatic cancellation of your reservation.
- **Grant Related Travel**: If travel is supported by a U.S. government grant, only U.S. carriers can be used. For additional details, contact the Assistant or Associate Controller.
- **Cancellations**: If you need to make en-route changes, call travel agency and cancel, in advance, any unnecessary reservations so as to avoid no-show charges. Return unused air tickets to the travel agency for credit. A ticket is money. NEVER DESTROY A TICKET.

3) **Lodging**

The following are procedures which should be followed when arranging lodging reservations for Barnard business purposes:

- **Hotel Reservations:** Barnard employees should make every effort to book the most reasonable hotel taking into consideration the hotel charge and length of stay.
- **Phone Calls:** Due to the high cost of hotel phones, Barnard employees should not use hotel phones for business calls. Either cell phones or calling cards should be used whenever possible.
- **Cancellations:** If your plans change and you are not going to stay at a hotel where you have a confirmed reservation, it is your responsibility to cancel the reservation in advance so as not to be charged. You are personally responsible for “no show” charges if you neglect to do this. Individuals should also obtain, and keep for their records, a cancellation number as proof that the reservation was cancelled. The cancellation policies vary by property and range from 72 hours prior to 6:00pm day of arrival. Consult the itinerary for the exact policy of each hotel.

4) **Car Rental**

The following are procedures which should be followed for car rentals for Barnard business purposes:

It is recommended that all car rental arrangements be made through Garber Travel (see Garber Travel section). However, if you are unable to use Garber Travel, please refer to the following rental service agreements.

Barnard has an agreement with E & I Cooperative Services, Inc. (“E & I”) which allows employees to rent vehicles at a discount for business and non-business use.

Under the E & I Contract the following rental services agreements are included:

<i>Car Rental</i>	<i>Phone Number</i>
Avis Car Rental E&I ID #A563100	U.S. - 703-271-2574 Int’l - 800-331-1084
Budget Car Rental E&I ID #BCDT557400	U.S. - 800-698-5685
Hertz Rental Car E&I ID #CDP9755	U.S. - 800-654-2200 Int’l - 800-654-3001
National Car Rental E&I ID #5002341	800-227-7368

In addition, Barnard has the following separate agreements with Enterprise Rent-A-Car

<i>Car Rental</i>	<i>Phone Number</i>
Enterprise Rent-A-Car I.D #CS1131	212-873-7474
Alamo ID #130079	800-732-3232

Staff members under the age of 25 are required to use Enterprise.

Car Insurance: As a Barnard employee, you do not need either the personal or collision insurance; decline all types of insurance upon renting, as long as it's for business use.

Refueling: Always refill the gas tank prior to returning the car. Car rental agencies charge an excessive price per gallon for refueling if the tank is not returned full—that charge is excessive and unnecessary.

Car Return: There is no charge for mileage provided you return the car to the same location from which you rented it. In New York City, Newark, Kennedy and LaGuardia airports and all Manhattan locations are acceptable as drop-off locations for any Manhattan rental without a surcharge or mileage charge. If you do not return the car to the renting city, an additional charge per mile will apply. Ask about the “grace period,” the period of time you're allowed before being charged another full day's rental. At most locations, the grace period is 59 minutes.

Special Services—

- Hertz #1 Club—Forms are available at the Hertz counter, at no charge. This allows Hertz to have personal information needed to rent a car (address, license #, etc.) in the computer ahead of time, thus expediting your rental of a car.
- Hertz Gold Service—Available to all travelers 25 years and older. This allows you to proceed directly from the airport to the Hertz Shuttle (give your name to the driver) and then to the Gold Service area of the car facility.
- Express Return—If you are in a hurry, you can complete the reverse of your rental agreement (mileage, gas tank level, date/time of return, etc.) and drop the form in an Express Return at the car rental agency at the airport, and your bill will be mailed to you. This should only be done in an emergency, because it does not allow you to verify the charges. Also the bill may be delayed in being mailed to you.

5) **Other**

Other Transportation

Private Auto- If you choose to use your personal automobile for Barnard business, Barnard will reimburse at a set amount per mile driven for business use (rates based on IRS regulations). Mileage driven must be carefully and accurately logged. Purchase of gas is the employee's responsibility; however, the College will reimburse tolls.

Meals and Entertainment

- Travel related meals are reimbursed at a maximum of \$60 per day. Typically the \$60 can be allocated as follows: breakfast- \$10; lunch \$20; dinner- \$30. Actual receipts must be retained for all meals. Indicate the date, location, business purpose, attendees and amount (including tip) on the receipt. For meals and entertainment expenses covered under a government grant, please contact the Assistant or Associate Controller for additional guidance.
- Other non travel business meals or entertainment should be supported by proper documentation including: actual receipts, description of business purpose and listing of participants.

Telephone Calls

Care should be used with telephone calls when traveling. Excessive personal phone calls will not be reimbursed.

Guest Accompaniment

Individuals (spouse, relative, guest, etc.) who accompany employees on a business trip are responsible for their own travel costs, meals, etc. If the employee's lodging costs are the same as what they would have been if the employee were alone, then it is not expected that the guest will pay hotel fees. If the employee decides to arrive early or stay in the area beyond the employee's normal business time, and this time is purely for pleasure (i.e. the employee is not staying Saturday night to reduce the fare) then any additional expenses (hotel, food, etc.) are the responsibility of the employee.

6) **Reimbursable and Non-Reimbursable Travel Expenses**

Below is a list of other travel related expenses that are reimbursable:

- Taxis
- Parking (Meter and Garage)
- Tolls
- Telephone (personal calls per policy guidelines)
- Tips (bellman, hotel maid, valet, restaurant service)
- Room Service (under meal allowance)
- Fax
- Postage/Federal Express/UPS/Express Mail – business purposes only
- Groceries- if the employee is staying in a lodging establishment that has kitchen facilities and the employee prepares their own meals or if the employee is staying with a friend or relative (and NOT in a hotel) and buys groceries, then it is an allowable expense.

Although not an all-inclusive list, the following expenses are not considered reimbursable:

- Charges for lodging when reservation is not cancelled in sufficient time
- Personal Gifts
- Personal Entertainment, Magazines, Books, Movies
- Luggage
- Airline Clubs
- Charges for excessive baggage

7) **Payment/Reimbursement Process**

Out of Pocket Travel expenses can be paid/reimbursed using two methods:

1. Corporate Credit Card – See the Corporate Credit Card section for further information.
2. Personal Payment to Vendor which will be reimbursed to employee via a Check Request Form. See the Check Request Form section for further information.

8) **Travel Advance**

At times, a travel advance is available to Barnard employees for Barnard related travel. In order to receive a travel advance, a Request for Travel Advance Form must be completed. This form requires the approval of the applicable Department Head or Divisional Vice President. The Divisional Vice President approval is required when the employee requesting the travel advance is the Department Head.

The Request for Travel Advance Form is submitted to Account Payable to receive the advance.

After the travel is complete, the employee must complete the Travel Expense Report. Actual receipts must be submitted for all expenditures. The Travel Expense Report must be submitted to Account Payable within 30 days of the travel completion.

(See attached for example of the Travel Advance form and the Travel Expense Report).
(Actual forms are available in the Controller's Office).

I) Garber Travel

The College encourages the use of Garber Travel for all Barnard related travel. The use of Garber Travel is not a requirement for any Barnard related travel. Please note that Garber charges \$40 per transaction. Transaction charges by travel agencies are a standard procedure in the travel industry.

1) Benefits of Using Garber

Barnard College has selected Garber Travel to provide travel services to those who travel on behalf of the College. We encourage all Barnard College faculty and staff to use the services of Garber Travel to make all reservations for air travel, lodging, rail and rental cars. The use of one travel agency enables that agency to compile Barnard's travel statistics and provide consistent service and significant cost savings to the College.

Garber provides a full range of travel agency services including, but not limited to:

- Scheduling air travel on commercial airlines and rail travel on Amtrak;
- Making reservations for hotels and rental cars within the guidelines established by the College;
- Providing the traveler with an itinerary package including confirmations and schedules.

2) How to Use Garber

In order to use Garber Travel, the following procedures must be followed:

- a) Identify the method of payment: Employee Personal Credit Card, Barnard Corporate Credit Card or Garber Air Card. The Garber Air Card is a Barnard supported credit card that Garber Travel has the authority to charge for Air Travel Only.
- b) If the Garber Air Card is used, a Garber Air Card Authorization Form must be completed before any travel can be arranged by Garber. The form must be signed by the Department Head. If the charge is to be paid by the Provost Office, please indicate "Provost" in the Account Number section. You do not need to get the Provost to sign this form only the Department Head. After all approvals and coding is obtained, the Form must be faxed to Garber and a copy sent to the Purchasing Department. (See attached for an example of the Garber Air Card Authorization form. Actual forms can be obtained from the Purchasing Department).

- c) If the travel arrangements are being made for non-employees (i.e. interview candidate for a staff or faculty search), an e-mail must be sent from a department representative to Garber to notify Garber of the travel needs. The Garber Air Card can be used for potential candidates as long as the procedures above are followed.
- d) Contact Garber Travel to arrange travel. Garber maintains a database of current Barnard employees. As a result, they can verify whether an individual is a Barnard employee. Garber's contact information is as follows:

Listed below are contacts at Garber Travel, their phone numbers and e-mail addresses:

Telephone Numbers: (617) 357-7100
Toll Free: (888) 445-9747
Fax: (617) 451-0187

Executive Code: 4WF0

Travel Consultants: Cara Portnoy cportnoy@garbertravel.com
Linda Creutz lcreutz@garbertravel.com

Office Manager: Michelle DeCosta mdecosta@garbertravel.com

Assistant Manager: Meg Healy mhealy@garbertravel.com

Office Hours: Monday - Friday, 8:30am – 5:30pm

Emergency 24 Hour Service Desk: **800-508-7445**
(There is a \$15.00 per Call Charge)

J Petty Cash

Certain departments are authorized to use a Petty Cash fund for making small disbursements. Please note the following:

- The following items should not be paid from the petty cash fund:
 - Equipment purchase
 - Service payments (e.g., wages, consulting fees)
 - Advances
 - Registration fees & dues
- A petty cash fund should not be used to cash checks.
- To insure accurate fiscal year charges, all petty cash funds must be balanced and reimbursed at the end of June unless there is evidence that the petty cash account is being reconciled frequently.
- The department should maintain the fund in a locked petty cash box which should be kept in a locked cabinet, desk or closet.
- One person from a department should be designated as the petty cash fund custodian, and cannot draw from the fund without the Department Head's approval.
- If the employee who established the Petty Cash Fund leaves the College or changes departments, the Petty Cash account must be closed out and a new one opened.

When a payment is made from petty cash, the custodian completes a petty cash voucher including documentation and required signatures.

Petty Cash Advance – To establish a new petty cash fund, a Request for Petty Cash Advance is submitted to the Controller’s Office for approval. Please note the following:

- Only one petty cash fund will be approved for each department.
- Petty Cash Advance form must be signed by the Department Head.

Petty Cash Reimbursement – To reimburse the fund, a Petty Cash Reimbursement Request is prepared for the amount of petty cash vouchers and approved by the **Petty Cash Custodian and the Accounting Department**. The form is then submitted to Accounts Payable with the petty cash receipts. **In the rare case, that a receipt is not available, a petty cash voucher (signed by custodian and employee) can be submitted.**

(See attached for example of Petty Cash Forms. Actual forms can be obtained from the Controller’s Office.)

K. Miscellaneous Purchasing Information

Telephone Bills

Telephone bills are mailed out monthly from the Purchasing Department to a designated member of your department. Please review and remit payment for your monthly telephone bill to Accounts Payable, in a timely manner. Any disputes, questions or changes to your phone bill, should be directed, in writing, to the Purchasing Department.

Purchasing Cell Phones

Cell phones for College use must be ordered through the Purchasing Office. These phones will be charged to your departmental phone bill.

Please check the Columbia AIS site for a list of current rates and services, as well as available phones.

You may also consult our wireless carrier Verizon’s web site for further phone options (although, all models listed there may not be available with Columbia’s rate plans).

You may obtain a Telephone Requisition and a TR-MAC Request Form from the Purchasing Office. Please fill out both forms and return to the Purchasing Office.

PLEASE NOTE: *Columbia cannot take over existing cell phone packages, even if you already use Verizon. If you wish your cell phone to be charged to your department, you must order a new cell phone through Columbia (with a new number) or make arrangements to get reimbursed by your department.*

Tax Exemption

Barnard College is a tax exempt organization. Please note that the Barnard Tax Exempt form is to be used exclusively for Barnard College authorized purchases. Under NO circumstances is the form to be used for personal purchases. Questions regarding the use of the form may be directed to the Purchasing Department.