

TRAVEL & P-CARD WORKSHOP

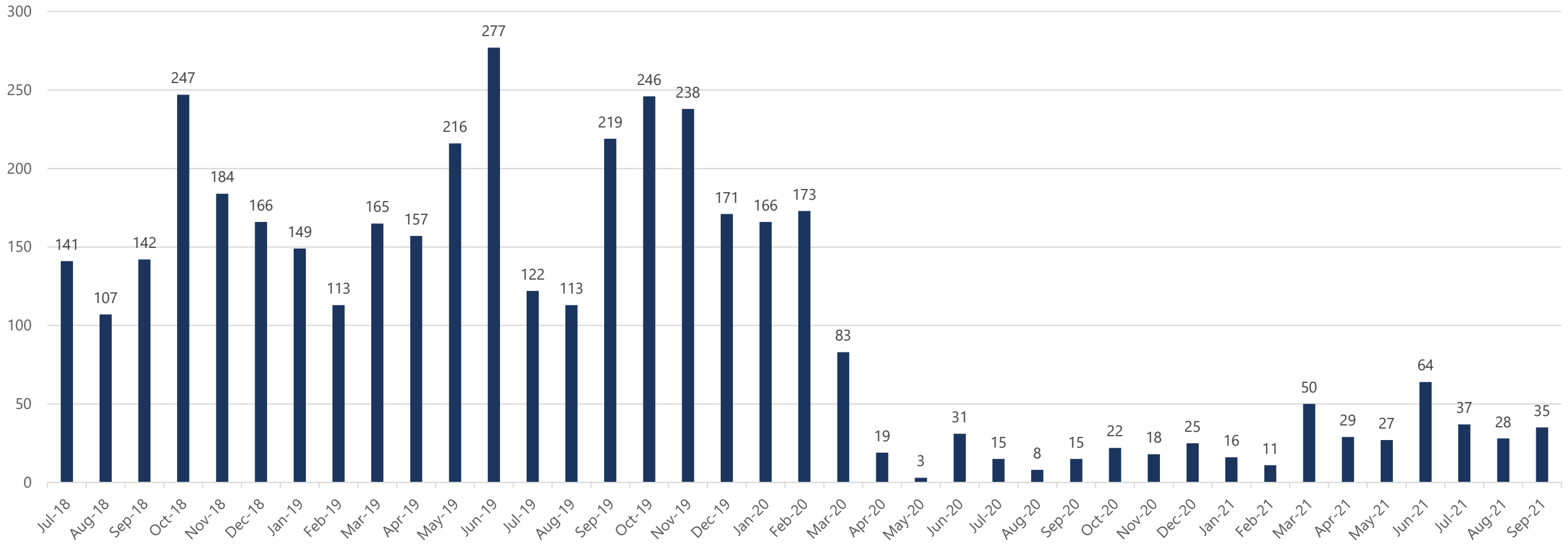
11.03.2021

Small Agency Financial Services

TRAVEL TRENDS



Travel Requests

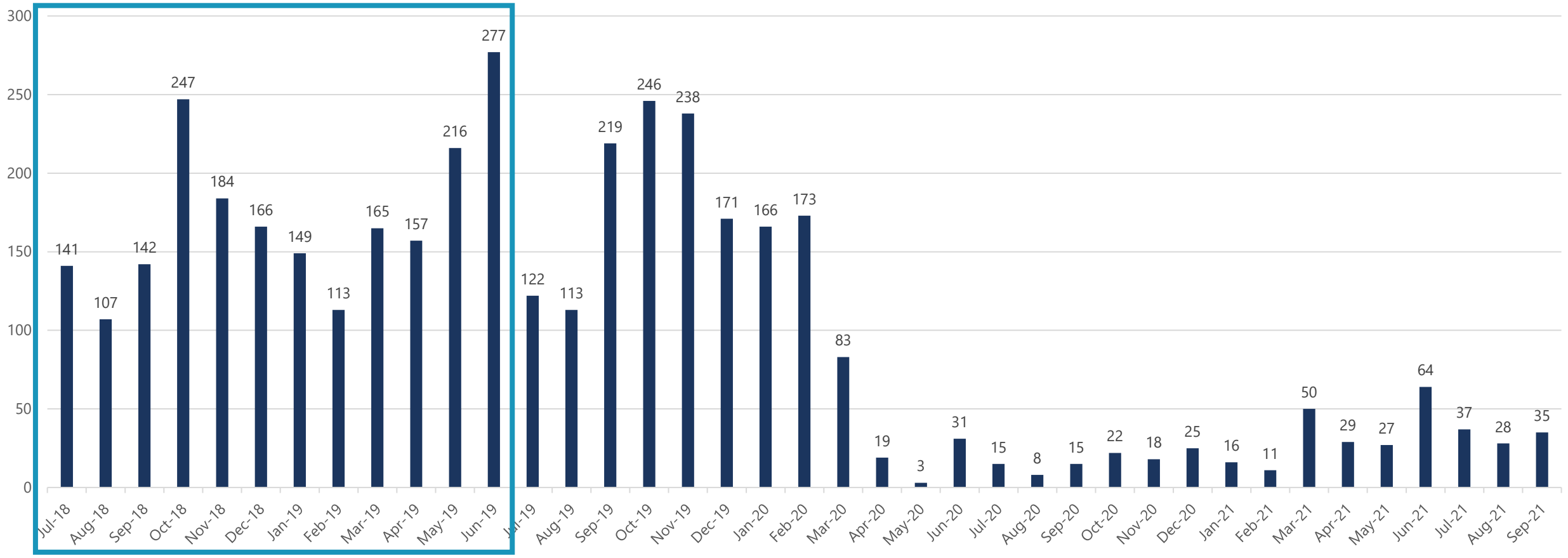


TRAVEL TRENDS



FY19

Travel Requests

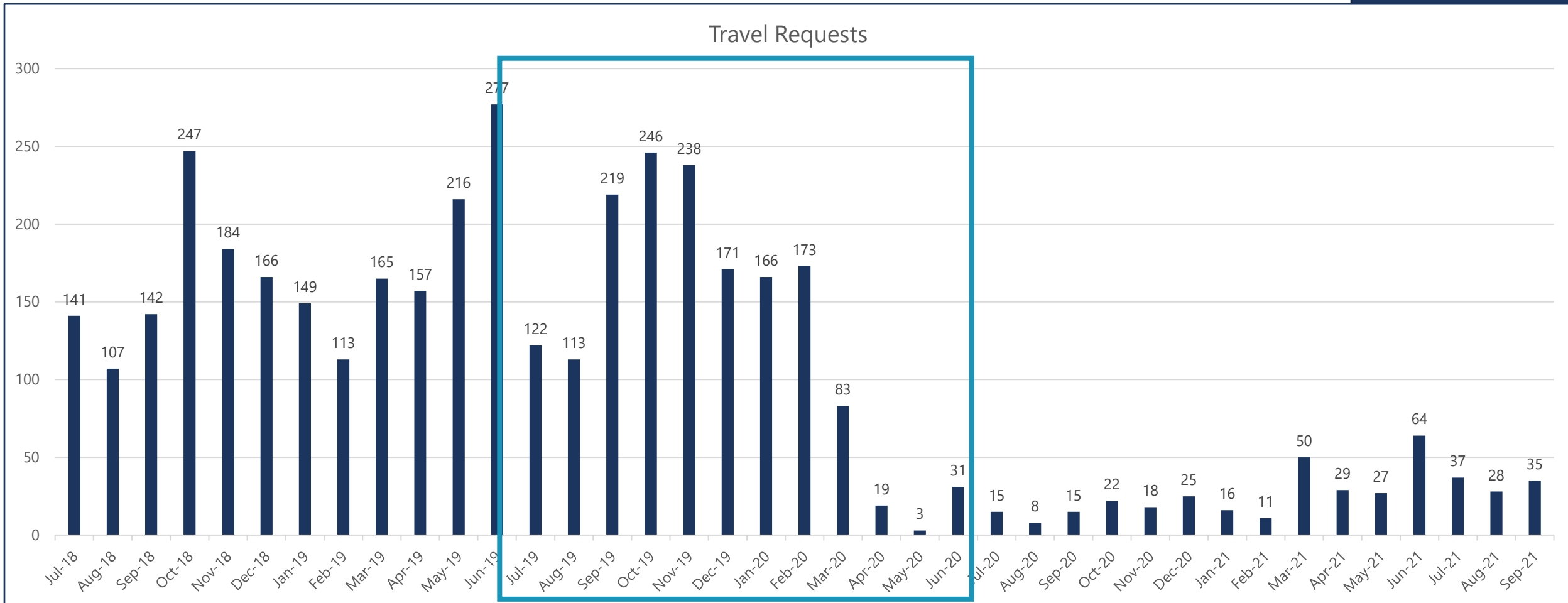


TRAVEL TRENDS



FY20

Travel Requests

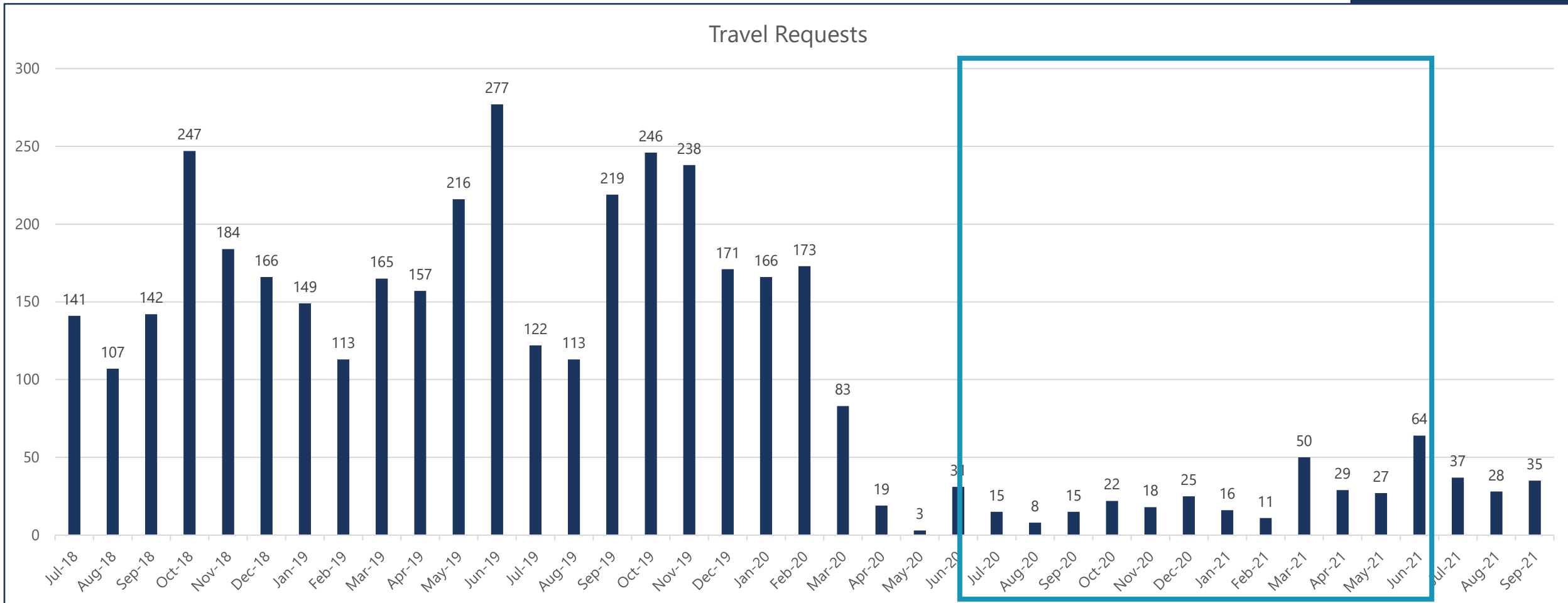


TRAVEL TRENDS



FY21

Travel Requests

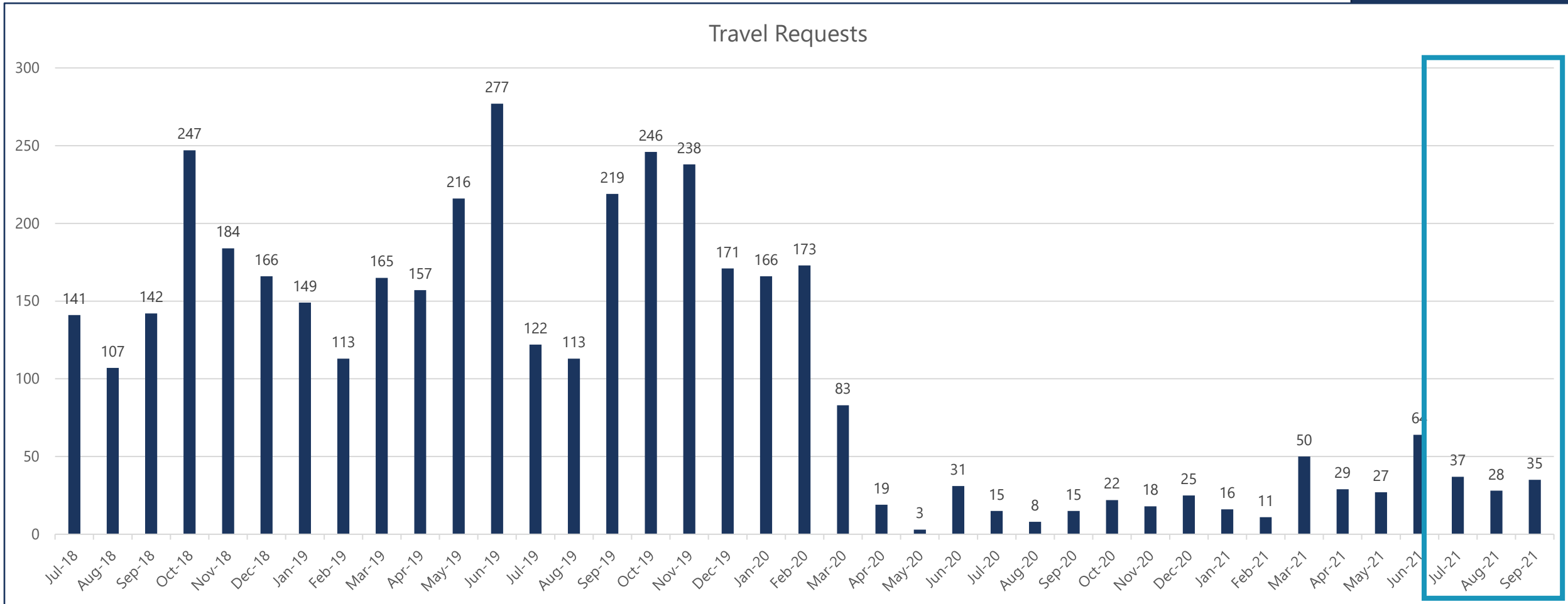


TRAVEL TRENDS



FY22

Travel Requests



TRAVEL TRENDS

Fiscal Year	Requests	Amount
2018-2019	2,064	\$696,503.98
2019-2020	1,584	\$490,173.79
2020-2021	300	\$128,895.25

Jul-Sept	Requests	Amount
2018	390	\$144,249.09
2019	454	\$147,841.85
2020	38	\$10,222.62
2021	100	\$33,187.33



TRAVEL POLICY

SAAM 10.10.10

Agencies are required to maintain written internal policies for travel rules: can be more restrictive than SAAM, but not less.

SAFS will be reaching out soon to ask for copies of your travel policies for our records. We can help with questions, editing, templates, etc.

Meal periods:

- If we don't have a copy of your policy on file, we will default to DES meal periods when processing reimbursements.
 - Breakfast, 6:30am – 8:00am
 - Lunch, 12:00pm – 1:00pm
 - Dinner, 5:00pm – 6:30pm



TRAVEL BASICS

POLICY, RATES, AND RULES



LODGING REIMBURSEMENTS

SAAM 10.30

10.30.10.a: Lodging receipts are required for reimbursement.

10.30.20: If adequate lodging rates are not available, and the listed exceptions are met, agency can approve (prior to travel) rates that exceed the maximum per diem.

10.30.30.a: Lodging per diem rate covers the basic room cost, resort/amenity fees, cleaning fees, and service fees. Lodging taxes are reimbursable beyond the maximum per diem.

10.30.30.b: Lodging must be more than fifty miles away from the closer of either official residence or official station.



LODGING RESERVATIONS

NASPO VALUE POINT

<https://us.travelctm.com/naspo/>

The NASPO ValuePoint Travel Center is for public agencies to meet their travel needs and is designed to be a one stop travel shopping site.

Participating properties offer at or below GSA per diem rates and will not charge certain fees, including resort fees, booking fee, timely cancellation fees, etc.

Register your work email address to receive a login ID in the "Online Booking Tool"



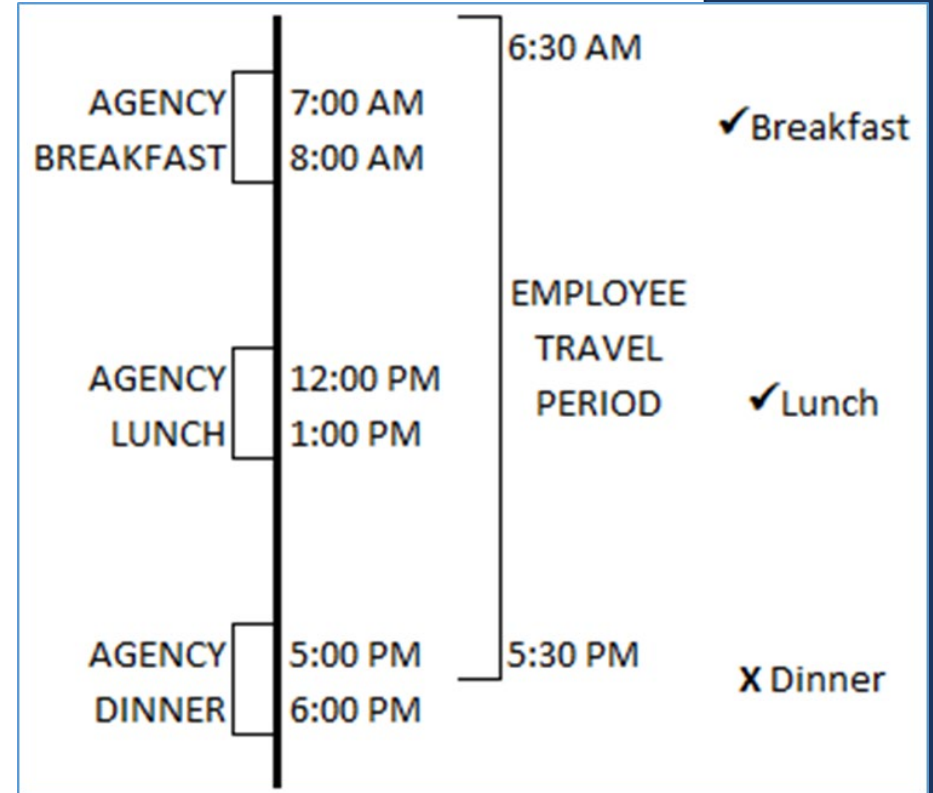
MEAL REIMBURSEMENTS

SAAM 10.40

10.40.30: Meal per diem rates cover the basic meal cost, tax, tips, and incidentals (i.e. – delivery fees).

10.40.50: Travelers are eligible for meal reimbursement if they are in travel status for the entire agency defined meal period and:

- when travel includes an overnight stay
- OR
- when travel lasts for 11 or more hours on non-overnight assignments



MEAL REIMBURSEMENTS

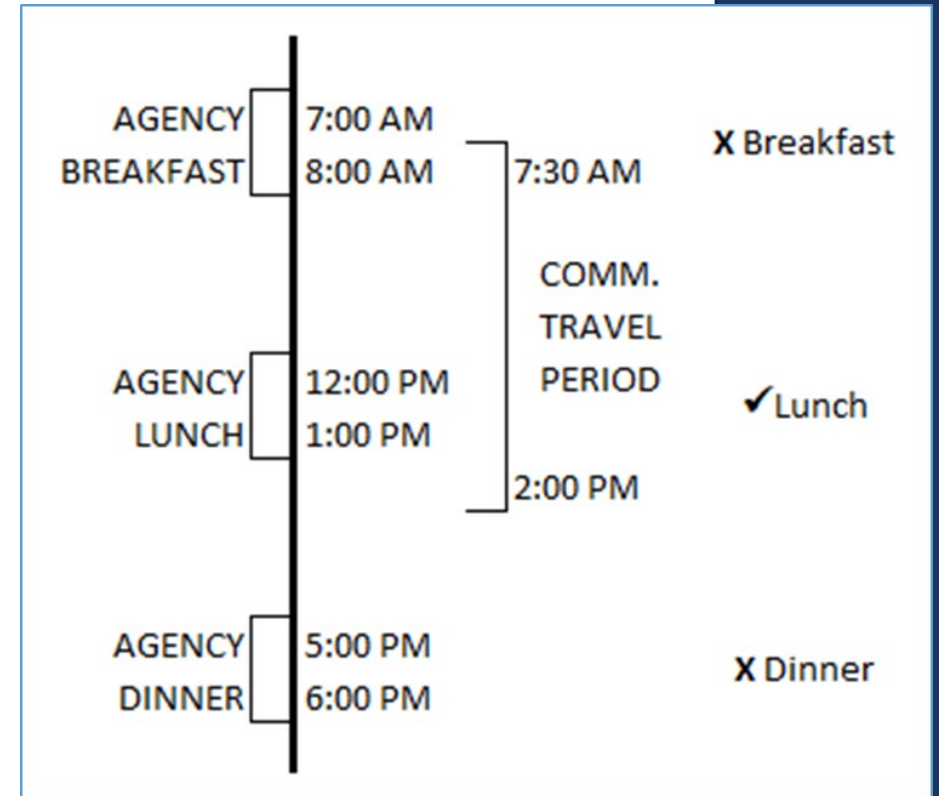
SAAM 10.40.50.B

Exception to the 11 hour rule:

- *Volunteers, board members, and commissioners* may be reimbursed for meals if they are in travel status for at least *5 hours* on non-overnight assignments
- Agency meal periods still apply

If meals with meetings are provided, no meal reimbursement.

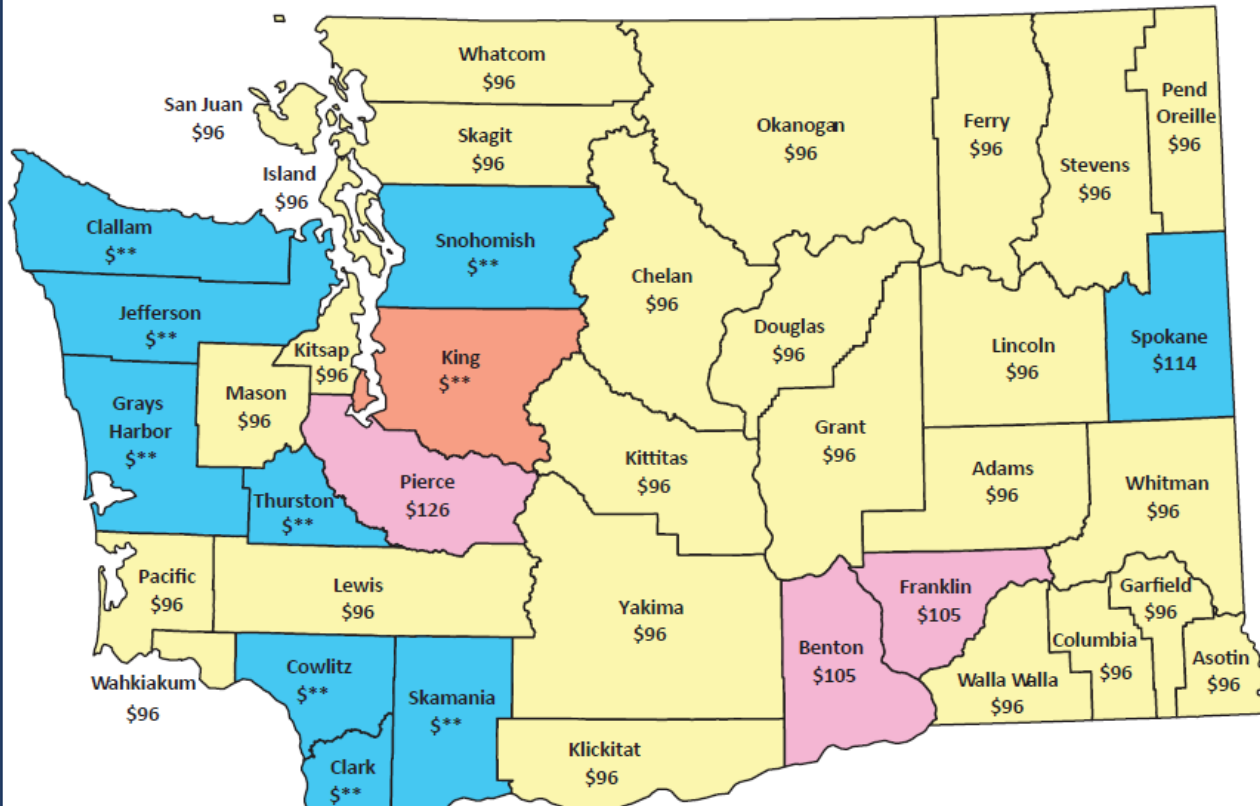
This rule does not apply to boards and commissions following the daily or hourly rate.



REIMBURSEMENT RATES

SAAM 10.90.20

Per Diem Rates - As of October 1, 2021



Meal Rates

TOTAL	B	L	D
\$59	\$15	\$18	\$26
\$69	\$17	\$21	\$31
\$74	\$19	\$22	\$33
\$79	\$20	\$24	\$35

\$ Maximum Lodging Rate

** Seasonal Lodging Rates for Counties:

Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$133

Out-of-State Per Diem Rates can be determined by using the GSA Rate Finder:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

International Per Diem Rates can be determined using the U.S. Department of State Rate Finder:

https://aoprals.state.gov/web920/per_diem.asp

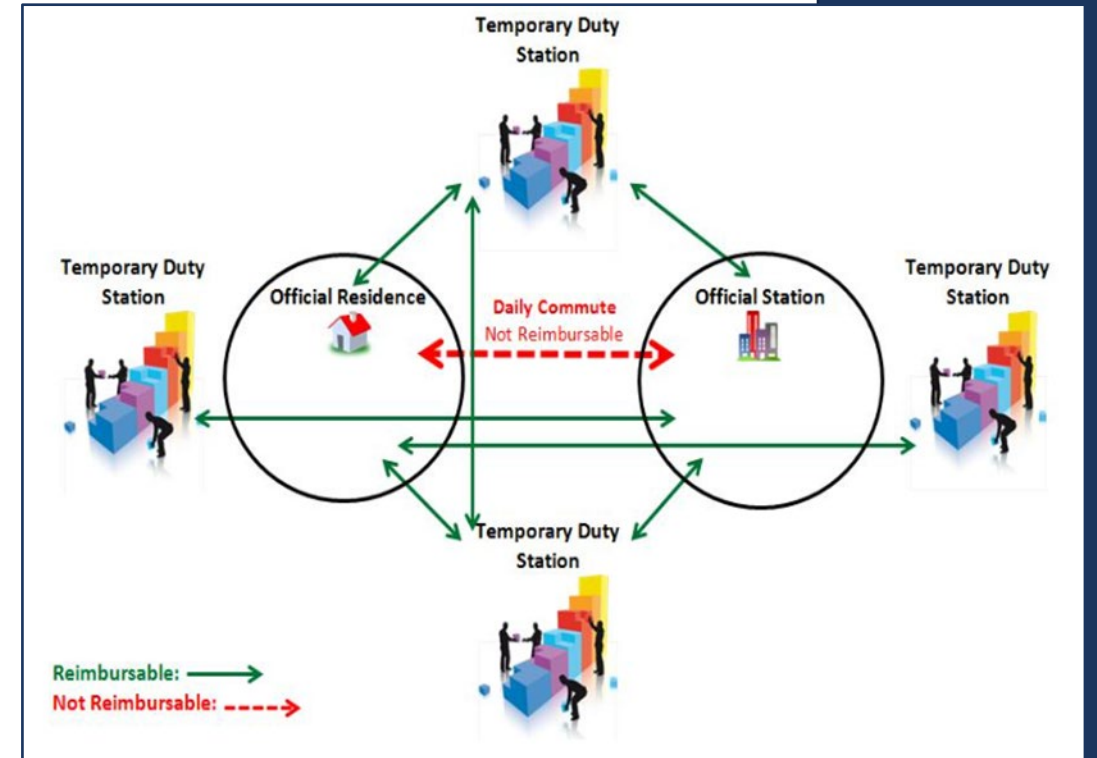


MILEAGE REIMBURSEMENTS

SAAM 10.50

10.50.20: Mileage in a Privately Owned Vehicle (POV) can be reimbursed at the rate specified in 10.90.20 – currently \$0.56 per mile in 2021. The rate changes every January 1st.

10.50.25: Daily commute between official residence and official station is not reimbursable – all other miles driven on official state business are reimbursable.



MISCELLANEOUS TRAVEL RULES

SAAM 10.60.10

Reimbursable Expenses:

- Parking and Bridge Tolls
- Transportation Services (taxis, shuttles, Lyft/Uber, ferries, etc.)
- Event/Registration Fees
- Checked Baggage

Expenses exceeding \$50 should be paid by/billed-to agency if possible. If requesting reimbursement for expenses over \$50, receipt will be required.

Receipt required for all gas expenses (if driving a rental car or the agency fleet card is not working).



MISCELLANEOUS TRAVEL RULES

SAAM 10.20.20

Non-reimbursable expenses:

- Valet services
- Entertainment expenses
- Seat upgrades
- First class airfare

These types of costs are considered personal preference and cannot be reimbursed.



PRIOR APPROVAL

SAAM 10.10 & 10.30

10.10.50: Out-of-state travel (except neighboring counties)

10.30.30: Lodging less than 50 miles from the closer of either the traveler's residence or official station, when one of the following conditions is met:

- To avoid a traveler driving back and forth for back-to-back late night/early morning business
- When the health and safety of the traveler is a concern
- When an agency can demonstrate that staying overnight is more economical to the state



PRIOR APPROVAL

SAAM 10.30.20

Lodging over per diem

- *Up to 150% - must meet at least 1 of the 6 exceptions in section (a)*
 - Traveler is assigned to accompany an elected official and required to stay in the same facility
 - Temporary cost escalation in the area during special events or disasters
 - Savings from staying at a different location are consumed by an increase in transportation costs
 - Expected business interaction and maximum benefit will be achieved
 - To comply with ADA provisions, or the health and safety of a traveler is at risk
 - More economical to acquire a suite rather than both a meeting room and a room for lodging
- *Exceeds 150% - must meet all 3 of the exceptions in section (b)*
 - Expected business interaction
 - Maximum benefit will be achieved
 - Lowest available advertised rate



AIR TRAVEL

SAAM 10.50.40 TO 10.50.80

Statewide Master Contract

- EasyBiz
- Approved Travel Agents

Purchase airfare with agency Charge Card

- Employees/Commissioners must not purchase airfare with personal funds, unless the state charge card system is not available.
- Depending on the circumstances, the reimbursable amount may be capped at the contracted government rate.

Agency cannot purchase or reimburse:

- Seat upgrades (except ADA accommodations)
- Business or First-Class travel



TEMS REFRESHER

USER REQUESTS, TIPS & TRICKS



TEMS LINKS

<https://tems.ofm.wa.gov>

<https://des.wa.gov/services/hr-finance/small-agency-services/small-agency-financial-services/tems-access-request-form>

New User Request:

- Preparer name & email – only fill out the top section if someone will be preparing TEMS on behalf of the traveler
- Supervisor/manager – this is the traveler's approver
- Approver/preparer – only check YES in these fields if the traveler will be approving or preparing other traveler's requests



TEMS TIPS & TRICKS

Internet Explorer is currently the only browser that supports TEMS

Submitting a request is a two step process:

- Create a trip
- Create a reimbursement
 - Attach trip(s) to the reimbursement
 - Send for approval

Per Diem rates:

- Washington rates will be auto-filled
- Out-of-state will default to the lowest rate – so be sure to update
- International rates can be manually entered if not available from the drop down



MEETING BASICS

MEALS, COFFEE, LIGHT REFRESHMENTS



COFFEE & LIGHT REFRESHMENTS

SAAM 70.10

Agency policy and procedure is required

Prior approval is required for each meeting

Refreshments can be served when:

- Purpose of meeting is to conduct state business or formal training
- Integral part of the meeting
- Receipt(s) for actual costs are retained and submitted with payment
- Meeting takes place away from regular workplace

Boards & commissions may provide coffee/refreshments at official public meetings, including executive sessions.



MEALS WITH MEETINGS

SAAM 70.15

Agency policy and procedure is required

Prior approval is required for each meeting

Meals can be served when:

- Purpose of meeting is to conduct state business or formal training
- Integral part of the meeting
- Receipt(s) for actual costs are retained and submitted with payment
- Meeting takes place away from regular workplace

Meals are to only be served to state employees or state officials and must be within the per diem allowance (including taxes, tips, and delivery fees).



OTHER CONSIDERATIONS

SAAM 70.10 & 70.15

Documentation required:

- Signed prior approval
- Purpose of the meeting
- List of meeting attendees

Meals, coffee, or refreshments are **prohibited** when:

- Agency anniversaries, individual employee receptions (new hire, retiring, elected, etc.)**
- Hosting activities: social rather than governmental business events, such as lobbying.

***All-staff meetings/general employee recognition is okay.*





CONTACT INFO

Travel Policy, TEMS Admin:

travel.safs@des.wa.gov
360-407-8183

Meeting Rules:

APquestions.safs@des.wa.gov
360-407-8183

QUESTIONS?



QUESTIONS & ANSWERS

Regarding TEMS and web browser compatibility.

Q: What is the plan for moving away from Internet Explorer now that it has been discontinued?

A: OFM IT is aware of Internet Explorer no longer being supported by Microsoft. OFM IT is working to get TEMS compatible with other internet browsers.



QUESTIONS & ANSWERS

Regarding per diem and meal periods.

Q: Do you have to be travelling 30 minutes prior to the meal period and travel a total of 11 hours for meals to be eligible for reimbursement?

A: Travelers must meet the 11-hour rule. However, agency policy will outline whether a traveler needs to be travelling 30 minutes prior to the meal period to be eligible for meal reimbursement. Some agencies require being in travel status 30 minutes prior to the meal period, but this is more strict than SAAM guidelines.

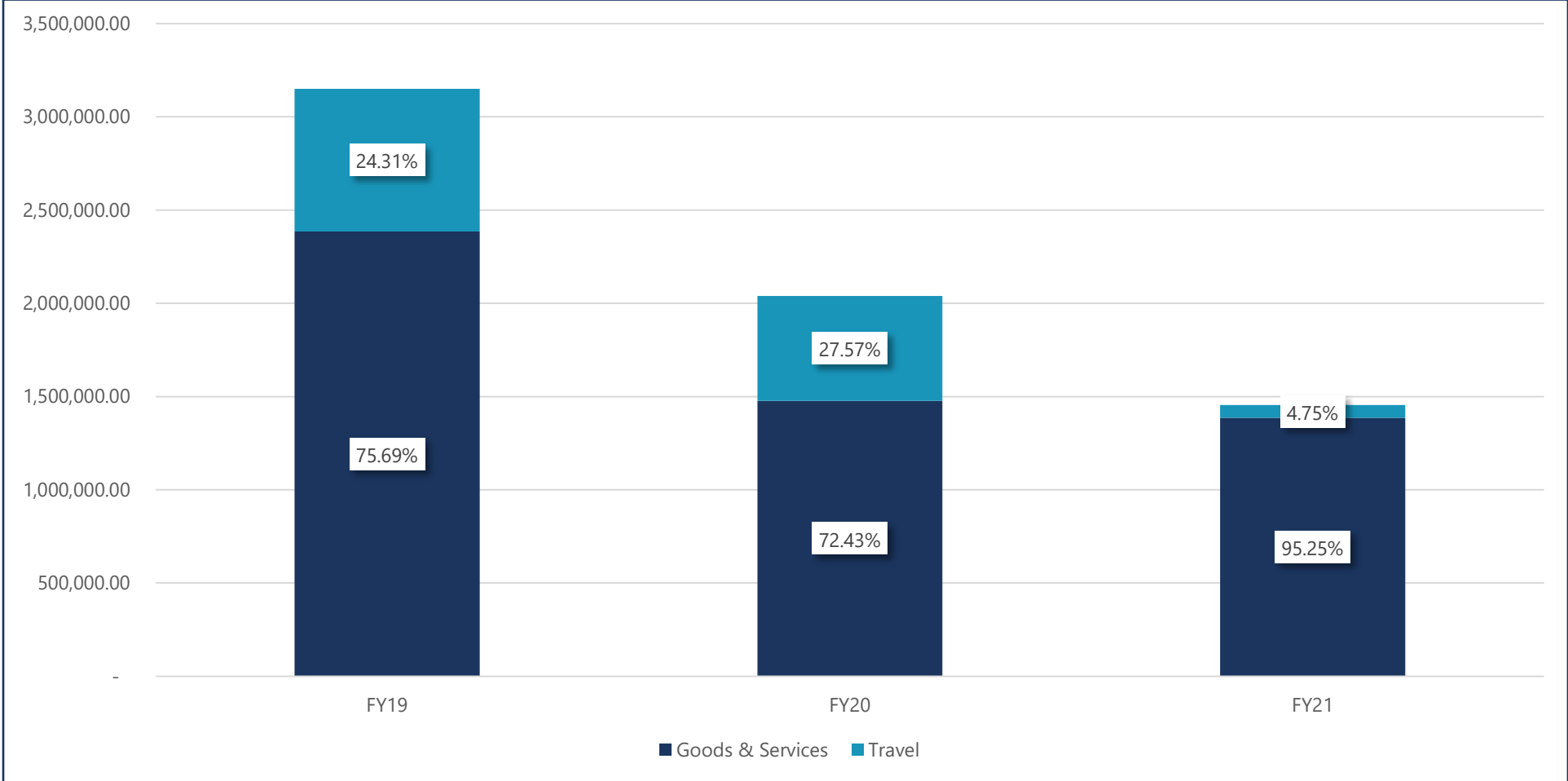


US BANK PURCHASE CARD

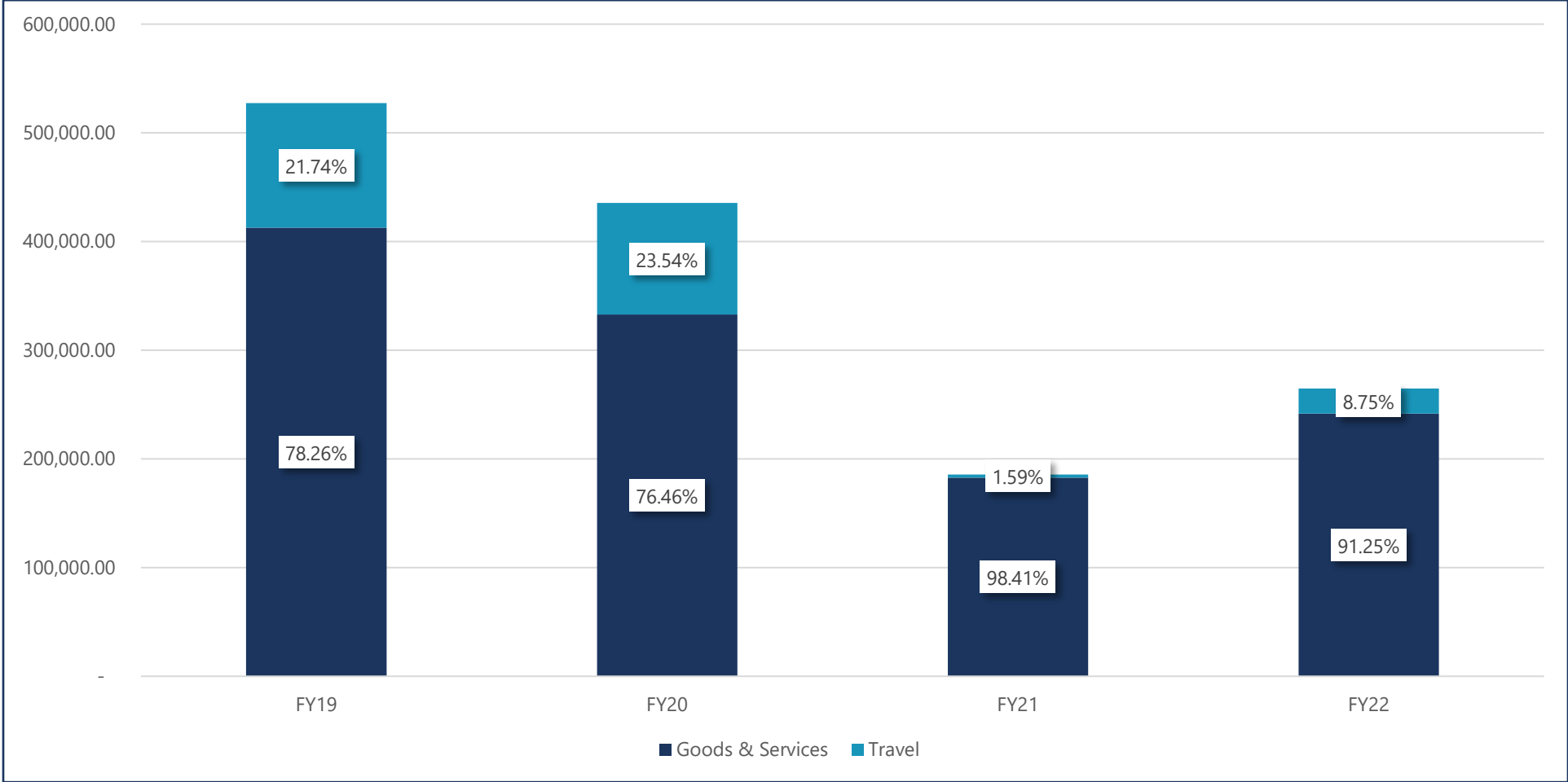
STATEMENTS AND RESOURCES



P-CARD ANNUAL SPEND



P-CARD JUL-SEPT SPEND



CORPORATE STATEMENT

Master Account Number

"Corporate Account Summary/Activity" sections

"New Activity" for ALL cards on the master account

Amount Due for entire account

Shows the total account balance after prior balance, payments, and new activity

usbank.
P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 07-26-2021
AMOUNT DUE \$695.09
NEW BALANCE \$695.09
PAYMENT DUE ON RECEIPT

000000158 01 SP 0.580 106481370863815 P
[REDACTED]
[REDACTED]
[REDACTED]

AMOUNT ENCLOSED
\$
Please make check payable to U.S. Bank

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

000069509 000069509

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance	
Company Total	\$6,473.56	\$695.09	\$0.00	\$0.00	\$0.00	\$0.00	\$6,473.56	\$695.09	

CORPORATE ACCOUNT ACTIVITY				
				TOTAL CORPORATE ACTIVITY
				\$6,473.56 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-07	07-06	74798261188000000000011	PAYMENT - 5460881 00000 A	6,473.56 PY

NEW ACTIVITY				
PURCHASING CARD	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$695.09	\$0.00	\$695.09
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-25	24137461177001230879426	USPS PO 5481510674 OLYMPIA WA	22.40
06-28	06-25	24137461177100337085330	OFFICE DEPOT #911 LACEY WA	119.68
06-28	06-25	24682161177100635516478	AMAZON.COM*214009882 AMZN.COM/BILL WA	175.26
06-28	06-27	24682161178100902513875	ADOBE *800-833-8687 ADOBE LY/ENUS CA	16.40
06-29	06-28	24482151180637727788181	TRANSISTOR.FM HTTPSTRANSIST IL	19.00

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
		[REDACTED]	PREVIOUS BALANCE	6,473.56
		PURCHASES & OTHER CHARGES	695.09	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	07/26/21	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	6,473.56
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE		ACCOUNT BALANCE	695.09
		695.09		



MEMO STATEMENT


Individual card holder account numbers

"Memo Statement Only"

"New Account Activity" for only that card

No Amount Due, Do Not Remit

Only shows the current activity for the individual card



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

000013725 01 SP 0.500 106481371005800 P

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 07-26-21

TOTAL ACTIVITY \$ 695.09

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-28	06-25	USPS PO 5461510674 OLYMPIA WA PUR ID: None TAX: 0.00	24137461177001230879428	9402	22.40
06-28	06-25	OFFICE DEPOT #911 LACEY WA PUR ID: 091120210625 TAX: 10.28	24137461177100337985530	5943	119.68
06-28	06-25	AMAZON.COM*214006882 AMZN.COM/BILL WA PUR ID: 114-8669891-47994 TAX: 15.08	24892161177100535516478	5942	175.26
06-28	06-27	ADOBE *800-833-8687 ADOBE.LY/ENUS CA PUR ID: BL1433550929 TAX: 1.41	24892161178100902513875	5734	16.40
06-29	06-28	TRANSISTOR.FM HTTPSTRANSIST IL PUR ID: IN1J7U00JUNNXW1J1AOEENHH TAX: 0.00	24492151180637727788181	5734	19.00
07-01	06-30	FACEBK 27AT76TBH2 650-5434800 CA PUR ID: 27AT76TBH2 TAX: 0.00	24204291181000187337340	7311	70.00
07-02	07-01	AMZN MKTP US*293DI1ZC0 AMZN.COM/BILL WA PUR ID: 114-5459585-10658 TAX: 8.27	24892161183100261452809	5942	96.26
07-05	07-05	MAILCHIMP 000-0000000 GA PUR ID: 48296145-10538353-us11 TAX: 0.00	24204291186000173803623	5818	39.37
07-12	07-10	ZOOM.US 888-799-9686 WWW.ZOOM.US CA PUR ID: opsntp50oxby TAX: 4.61	24011341191000049356672	4814	53.61
07-12	07-11	ADOBE ACROPRO SUBS 408-536-8000 CA PUR ID: BL1443100518 TAX: 1.41	24943001192700785181042	5734	16.40
07-19	07-18	EIG*BLUEHOST.COM 888-4014678 UT PUR ID: 5085455 TAX: 0.46	24906411199126117449270	5968	5.45
07-22	07-21	ADOBE CREATIVE CLOUD 408-536-8000 CA PUR ID: BL1449564049 TAX: 4.98	24943001202700809572893	5734	57.97

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY PREVIOUS BALANCE \$ 0.00 PURCHASES & OTHER CHARGES \$895.09 CASH ADVANCES \$ 0.00 CASH ADVANCE FEE \$ 0.00 CREDITS \$ 0.00 TOTAL ACTIVITY \$695.09
	STATEMENT DATE 07-26-21	DISPUTED AMOUNT \$.00	
SEND BILLING INQUIRIES TO: CIO U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		

ACCOUNTING CONSIDERATIONS

Include all backup documents:

- Receipts/invoices
- Prior approval for travel and meals/refreshments with meetings
- Missing receipt memo if the receipt is lost and cannot be recovered from the vendor

When your statement has a credit balance:

- Send the statement and all corresponding backup on an A45 on its own
- SAFS will hold the batch until there is a balance to pay



US BANK P-CARD PROGRAM

Michael Lix, Enterprise Purchase Card Program Manager

- Native of Arizona
- Loves hiking and the outdoors
- Cooking
- Making lists of my hobbies



PROFESSIONAL USEFULNESS



Implementation

Assist with building new programs, help decide product types, understand and determine hierarchy structures, and advise on internal control best practices.



Optimization

Policy writing assistance and guidance, program growth planning, navigation of rebate structures, and providing industry contacts and resources.



Support

Anything else you need!



TRAVEL REPORTING

In US Bank's Access Online portal, there is a whole section of *Reporting* dedicated to assisting in travel related data analysis.

This data is most commonly searchable by Merchant Category Code (MCC).

Note: Supplier Management is also the best place to find merchant specific spend data



The screenshot displays the US Bank Access Online interface. At the top, the 'usbank Access Online' logo is on the left, and 'Chat With Us' and 'Log Out' links are on the right. A navigation menu on the left includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information, Data Analytics, Reporting (with sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, User Activity Audit Reporting, Report Scheduler, Flex Data Reporting), Data Exchange, and My Personal Information. The main content area is titled 'Supplier Management' and contains several sections: 'Spend' with links for Merchant Spend Analysis, Merchant Spend Analysis by Line Item, and Top Merchant Spend Analysis; 'Administration' with a link for Level II Quality By Merchant; and 'Merchant List'. A blue-bordered box highlights the 'Travel Expenses' section, which includes links for Airline Itinerary Detail, Airline/Rail City Pairs, Airline Refund, Airline Spending, Hotel Spending, and Rental Car Spending, each with a brief description of the report's content.

usbank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Data Analytics
Reporting
• Program Management
• Financial Management
• **Supplier Management**
• Tax and Compliance Management
• Administration
• User Activity Audit Reporting
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training

Supplier Management

Spend

[Merchant Spend Analysis](#)
Detailed and summary spending information arranged by merchant group or MCC and merchant name.

[Merchant Spend Analysis by Line Item](#)
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

[Top Merchant Spend Analysis](#)
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

Administration

[Level II Quality By Merchant](#)
Summary of population of Level II data (purchase ID and sales tax) by merchant.

[Merchant List](#)
Merchant demographic information for merchants with transaction activity within the requested time period.

Travel Expenses

[Airline Itinerary Detail](#)
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).

[Airline/Rail City Pairs](#)
Travel report that provides the number of trips between city pairs for airline and/or rail.

[Airline Refund](#)
Airline credit transactions with merchant and location information (specific to airline MCCs only).

[Airline Spending](#)
Provides summary information for all airline spending by MCCs.

[Hotel Spending](#)
Provides summary information for all hotel spending by MCCs.

[Rental Car Spending](#)
Provides summary information for all rental car spending by MCCs.

US BANK TRAINING

The home page of the US Bank website has many different types of system specific training.

For instance, the *Manage accounts and users* tab contains everything you'll need to navigate most of your day-to-day tasks.

Note: All these trainings also have written User Guides that can be referenced at any time.

usbank. Access® Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Data Analytics
Reporting
Data Exchange
My Personal Information

Welcome to Access Online Micheal Lix
Your last login was 10/13/2021

Language Selection:
American English

Message Center
[Message\(s\) from Access Online](#)

Home
Email Center
Contact Us
Training

Access® Online

Go to Access Online class registration Go to WBT reporting

Open a topic area below and select content from each tab to create your own learning plan. Each resource opens in a new window or tab.

Get started using Access Online
Configure the system
Manage accounts and users

Lessons User guides Videos Quick references Recorded classes Certifications

- Account Approval Process
- Account Pay
- Cardholder Account Setup
- Cardholder Account Maintenance
- Cardholder-initiated Account Setup
- Cardholder Application Portal
- Fleet Management
- Managing Account Setup
- Managing and Card Account Lists
- Online Registration
- Payment Analytics
- User Profiles



US BANK TRAINING

Some things the training can help with:

- Increasing/decreasing card limits
- Temporary/permanent card closing
- Replacement of lost/misplaced cards
- Adjusting/editing profile information



US BANK CONTACTS

Your dedicated US Bank account representatives are:

Monica Lockett, Relationship Manager, US Bank

- monica.lockett@usbank.com

Olga Huseth, Relationship Manager, US Bank

- olga.huseth@usbank.com

Shannon Ness, Relationship Manager, US Bank

- shannon.ness@usbank.com

Greggory Reid, Operations Account Manager, US Bank

- greggory.reid@usbank.com





CONTACT INFO

Program questions:

michael.lix@des.wa.gov

DESPcard@des.wa.gov

360-407-8527

Accounting questions:

APquestions.safs@des.wa.gov

360-407-8183

QUESTIONS?



QUESTIONS & ANSWERS

Regarding US Bank P-card memo statements vs corporate account statements.

Q: Corporate statement comes in mail quite slowly and we can only pull memo statement from online. Is it okay to submit memo statement?

A: Corporate statement should be submitted. To access this statement online you will need admin privileges and to click on managing account option. If having any trouble accessing corporate statement online reach out to Michael Lix or US bank contacts.





Washington State Department of

Enterprise Services