Reimbursements in Radiology

Overview and Tips

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Goals for Today

- Grow the partnership among all of us
- Outline the basics of reimbursement requirements
  - Not a full training course
  - Go to [http://controller.ucsf.edu/travel/procs.asp](http://controller.ucsf.edu/travel/procs.asp) for more details
- Clarify & simplify what is required
- Provide opportunity for questions & answers
How we feel about reimbursement activities now ....
How we want to feel about reimbursement activities from now on ...
Our commitment to you

• Be clear and consistent about what is needed
  – If we don’t have the answer, we’ll get it and get back to you

• **Streamline: match Controller’s Office requirements**
  – Some specific sponsor guidelines for extramural funds
  – Note: PGE courses have some additional guidelines for speakers

• **Be timely in our review**
  – Respond to you within 4 working days with any changes needed
  – Once materials are complete, internal approvals done in 2 working days
We need your help, too!

• Learn what is needed
  – Check the website for job aids/training
  – Read “From the Controller’s Office” emails
• Submit a complete packet from the start
• Let us know when you have questions or concerns
Reimbursement Basics

- Focus today’s conversation on **reimbursements** to UCSF faculty and staff for costs they incur for:
  - Travel
  - Meetings and Entertainment Expenses
  - Other Expenses
- Will not talk about purchasing (BearBuy and P-Cards) today due to time limitations:
  - Could schedule another session later, if desired
- Also will not focus on unique requirements of specialty areas like Postgraduate Education or Residents – rather concentrate on general reimbursements
Reimbursement Basics – Travel

• **Airfare**
  - Connexxus is preferred travel reservation portal
  - Airline tickets should be coach class (U.S. carrier required for Federal funds)
  - Travel packages offered through the internet should not be purchased for business-related travel

• **Rental Cars**
  - Only if it is the most economical form of transportation available
  - Utilize system-wide, contracted rental car companies
  - Rental cars – up to intermediate-size model
  - On contracted rental vehicles, do not purchase additional car insurance

• **Lodging**
  - Hotels should be reasonable
  - Regardless of the length of time for business travel, the traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay
Meal & Incidental Expenses

- Daily meal limits for **Domestic Travel <30 days**: reimbursement for actual expenses, up to $71 per day
- Daily meal limits for **Foreign Travel <30 days**: reimbursement for actual up to 100% of combined (meals, lodging, etc.) per diem limit for that location
  - Can claim per diem for foreign travel instead of actual; must use single method for entire trip.
- Tips are included as an expense in the daily M&IE total
- For travel less than 24 hours: M&IE cannot be reimbursed unless the travel includes an “overnight stay”
  - except when traveler incurs a meal expense as part of a business meeting
- Modest alcohol cost permitted, if using discretionary funds
Receipts

• Required on all airline, rental car, lodging, private craft, and parking expenses, regardless of amount

• For most other expenses, original, itemized receipts required for items >$75
  – Note: reimbursement is still for actual expenses
  – If traveller claims full limit for all days of a trip, Controller’s Office will request receipts

• Dates on receipts must match transaction dates in MyExpense report

• Remove personal info for privacy: block out SSNs, credit card #, account #s (proof of payment needed only if not clear from receipt)

• State or Federal projects: attach attestation form to indicate no alcohol included for reimbursements
Reimbursement Basics – Travel (cont.)

Miscellaneous

• Report header format: **Trip Return Date**  **City of Travel**
• Provide concise explanation of purpose of trip
• Group like expenses together by purpose then by date so it’s easy to follow
• Note the vendor name so it’s easy to match expense with receipt
• Agenda (brief) should be provided as supporting documentation
• Dry cleaning & laundry expenses – ok if >6 consecutive business days
• One reasonably brief, non-emergency, personal call home per day
• Internet charges are ok
• GPS, movies, recreation, car insurance, spouse/friend expenses not allowable
• Expense report should be submitted within 60 days of the end of the trip

*Please include a comment to explain anything unusual – saves us a call or email and speeds up the process*
Approvals

• Indicate section chief or PI approval to use funding (comment or email attachment)

• Add approvers:
  – Site manager (SFGH only): add Lorel Hiramoto
  – PGE speaker reimbursements: add Richard Ikeda
  – All other travel reimbursements: add Zareen Akbal
    • She will route sponsored to Enrique Menendez; non-sponsored to Susan O’Hara

• Considering further delegations for future
Corporate Card (USBank VISA)
• University staff and faculty who travel may get card
• Application & details
  http://controller.ucsf.edu/travel/card_user_guide.asp
• Card issued in traveller’s name; traveller responsible for bill
• Advantages:
  – Card transactions automatically appear in MyExpense and can be pulled into trip reports
  – Card transactions autopaid to USBank when approved through MyExpense
  – Travel advances through ATMs
  – Travel and rental car insurance for University travel
Reimbursement – Meetings and Entertainment

- **Allowable:** meals or light refreshments for recruitment, morale-building, or business meetings
  - Exceptional expense approval (after the fact) by Dean’s Office required for
    - Morale-building activities (all)
    - Recruitments and other events where there are spouses or personal guests
      - Meals must be a necessary and integral part of a business activity, not just a matter of personal convenience (e.g., scheduled luncheon speaker, participants work through lunch period, disruptive to take meal break away from meeting location, etc.)
  - Reimbursement – Meetings and Entertainment

- **Unallowable:** events & gifts of a personal nature
  - Birthdays, weddings, childbirth, etc.
  - Farewell, retirements/separation <5 years of University service
  - Cash or gift cards for services to employees (small awards ok in limited circumstances)
Chart 3: Meal Caps

Following are the per-person expenditure limits for meals established by UCOP policy, and corresponding limits for exceptional expenditures that apply to the School of Medicine, where it is necessary to exceed the limits established by University policy:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Non-Exceptional Per Person Maximum(^7)</th>
<th>Exceptional Per Person Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$26.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$45.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$78.00</td>
<td>$156.00</td>
</tr>
<tr>
<td>Light Refreshments</td>
<td>$18.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Buffet Reception(^1)</td>
<td>Reimbursement for a “buffet reception” cannot exceed the applicable meal rate associated with the type of buffet, i.e., breakfast, lunch or dinner.(^8)</td>
<td></td>
</tr>
<tr>
<td>Brunch</td>
<td>The lunch rate may be used to reimburse for a brunch.(^9)</td>
<td></td>
</tr>
</tbody>
</table>

- The reimbursement for a buffet reception cannot exceed the applicable meal rate associated with the type of buffet, i.e., breakfast, lunch, or dinner. Reimbursement for a brunch may be made using the lunch rate.
- The maximum per-person expenditures listed above include the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees. If a reception before a meal includes beverages and hors d’oeuvres, the combined charges for the reception and the meal should be treated as a single event for purposes of calculating per person costs.
- The costs of room rental, room setup fees, media rental, and decorations, etc., are not included in the per-person costs unless those costs cannot be separated by the vendor\(^7\).
• Dean’s Office reviews/approves “exceptional expenses”
• See School of Medicine site: http://policies.medschool.ucsf.edu/policies/exceptional-expense
A note on alcohol and reasonableness …

- Discretionary funds only!
- All expenditures, including alcohol, must be prudent and reasonable in both fact and appearance – “front page of the Chronicle” test
- Expenditures that “are, or appear to be, lavish and extravagant,” are not allowable. Consider:
  - Is cost of the meal, including alcohol, within University limits?
  - Is the cost of the alcohol moderately priced or expensive?
  - Is the portion of the total cost that is attributable to alcohol high?
  - How much alcohol was consumed per person?
    - For example, two glasses of wine per person at a recruitment dinner would generally be considered reasonable.
    - A dinner for 30 people with 15 bottles of wine would clearly not be reasonable.
- Recommend that the event organizer, rather than the guest, select the wine or other alcohol to ensure that appropriateness.
Frequency of Meals & Light Refreshments

- Frequency limits are governed by IRS codes
- Meals – no more than once a month or 12/year per group
- Light refreshments – no more than 2/month per group
Reimbursement – Meetings and Entertainment - Suggestions

- Use Dean’s Office list of recommended restaurants (Stephanie Belger) to keep costs within limits
- Determine in advance if Personal Guests are allowed
- If entertainment expenses exceed meal caps, or if a Personal Guest is present, include justification as to business necessity
- If a multi-day event/gala, create summary by meals/day
- For recruitments, include faculty search number
- Itemized receipts required by both Controller’s Office and Internal Audit
Exceptional Approval for Entertainment

- No dept. prior approval needed for dinners (or other meals) as long as do not exceed exceptional limits
- Exceptional approval required (by Dean’s Office) for:
  - Morale/Teambuilding events
  - Personal guests (e.g., spouses)
  - Exceed non-exceptional per person cost
- If expenses are exceptional, Zareen Akbal will add Simon Schuster to approval flow
Reimbursement – Other Expenses

- Use BearBuy or P-Card whenever possible
- Purpose must be business-related
- Computers/laptops/etc. should be purchased by IT to ensure encryption
- Provide justification if unclear
- Receipt rules and approval flow same as for travel
- Federal funds: no alcohol & no memberships
Useful Website Links

• Controller’s Office Website (Main)  [http://controller.ucsf.edu/](http://controller.ucsf.edu/)
• Controller’s Office Website (Travel and Entertainment/Reimbursement)
  • Provides various reimbursement resources with easy-accessible tabs for Overview, FAQ’s, Policies, Training & Job Aids, Reimbursement Forms and Contacts
  – Training and Job Aids:  [http://controller.ucsf.edu/travel/procs.asp](http://controller.ucsf.edu/travel/procs.asp)
  • Contains useful guidelines and additional resources for MyExpense, Connexxus and other travel references to assist with reimbursement questions.
  – FAQs:  [http://controller.ucsf.edu/faq/](http://controller.ucsf.edu/faq/)
• UCSF Administrative Policy Website Travel Reimbursement and Per Diem Rates  [http://policies.ucsf.edu/policy/300-38](http://policies.ucsf.edu/policy/300-38)
More Useful Website Links

- Office of the President:
  - Expenditures for Business Meetings, Entertainment and Other Occasions (BUS-79)  
    http://policy.ucop.edu/doc/3420364/BFB-BUS-79
    • Outlines the policies on meals and alcohol-during travel and local University Business, Meetings/entertainment expenses and exceptional approvals
  - Policy and Regulations Governing Travel (G-28)  
    http://policy.ucop.edu/doc/3420365/BFB-G-28
    • Travel rules/policies and reimbursement standards used by all UC campuses; updated annually

- Alaska, Hawaii, US Possessions, and foreign travel “per diem” rates based on Government rates:  
  http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

- Business and Finance Bulletin G-41, Employee Non-Cash Awards  
  http://policy.ucop.edu/doc/3420353/BFB-G-41

- Business and Finance Bulletin G-42, Gifts Presented to Non-Employees on Behalf of the University  
  http://policy.ucop.edu/doc/3420354/BFB-G-42
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Questions?
THANK YOU!