

ACCOUNTS PAYABLE & PURCHASING GUIDE

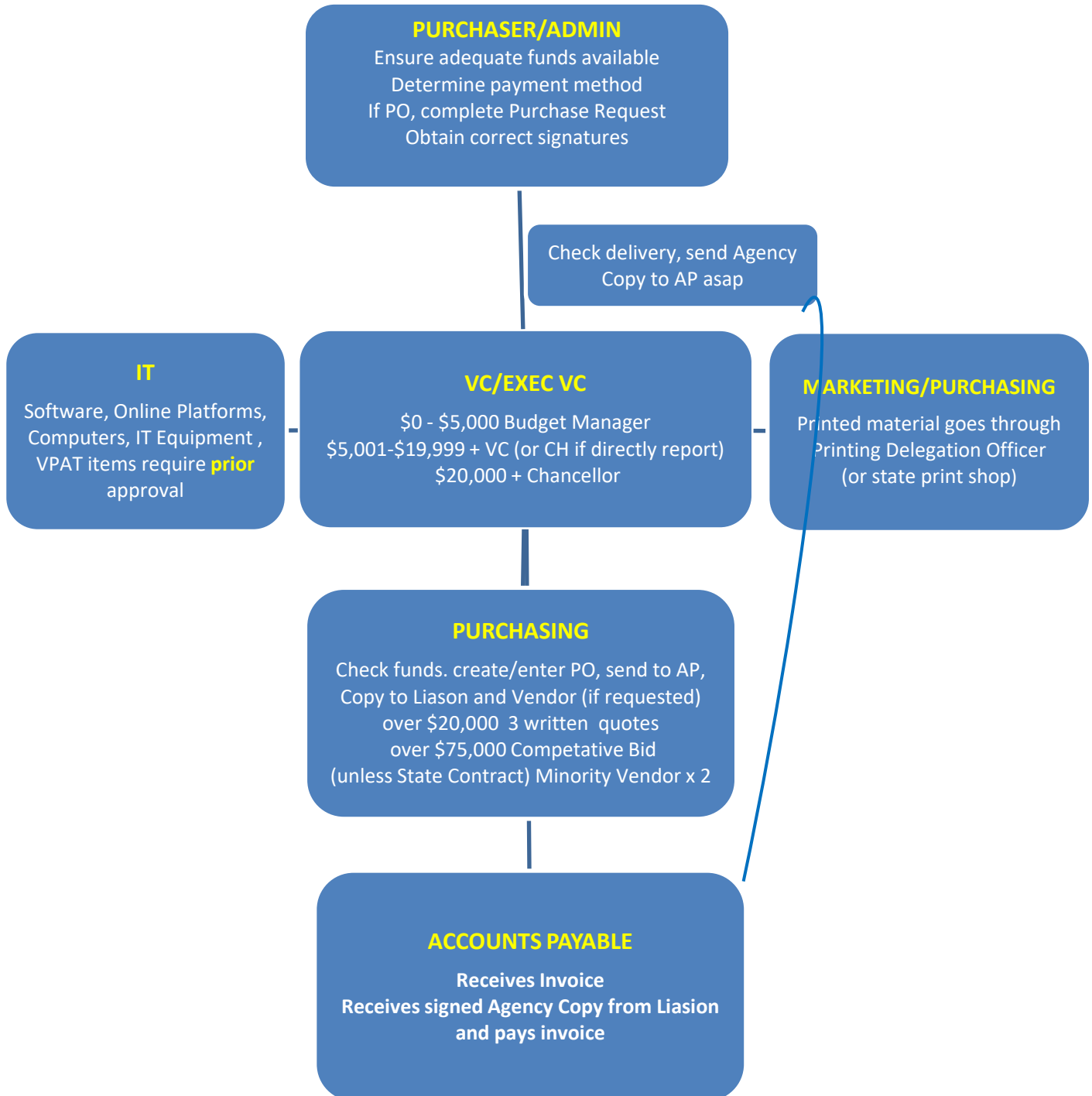
Updated February 2024

BUSINESS OFFICE

PURCHASING & ACCOUNTS PAYABLE GUIDE

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THE PURCHASING CYCLE



PURCHASE ORDER GUIDELINES

- Ensure funds are available.
- Prepare Purchase Requisition (PR) * *Please remember to indicate if you wish Purchasing to place your order.*
- Obtain correct signatures:
 - 0 –5,000 = Budget Manager
 - 5,001 – 19,999 = Budget Manager and VC or Chancellor if reporting directly
 - 20,000 and over = Budget Manager, VC, and Chancellor
- Food and personal type items for Official Business must be accompanied by a Purchasing Approval Form *
- Purchases over \$20,000 (including freight but excluding sales tax) require 3 written comparable quotes
- All purchases of computer hardware, software, online platform subscriptions, or peripherals require the signature of IT Director. Determine whether a VPAT is required (check with Purchasing); add VPAT number to Purchase Request, requires approval of IT Director.
- The Purchasing Office may determine that an item is cheaper from another Vendor and may change the Purchase Order, but not the item.
- Purchase Order Number assigned
Accounting Copy to AP. Agency Copy to department liaison pending delivery, once received sign and send to AP asap, Vendor Copy to department if department is placing order.

Note: Purchases not authorized by this authority are not legal obligations of the College. Any individual making a purchase without proper prior approval is assuming a personal obligation to the vendor for which he/she may be held personally liable.

* Forms can be found <http://mycollege.sautech.edu>

STATE CONTRACTS

The State of Arkansas has several State Contracts in place, some of which are mandatory (*we must use*) and others which are non-mandatory (*optional*). Always compare pricing if State Contract pricing is available.

There is no need to get three quotes if you purchase from a State Contract.

Examples of State Contracts:

AMMUNITION	MULTIPLE VENDORS	MANDATORY
OFFICE SUPPLIES	OFFICE DEPOT, GSS, STAPLES	NON-MANDATORY
PAPER, COPIER & PRINT SHOP	PRINTING PAPERS	MANDATORY
ENVELOPES PRINTED	PRINTING PAPERS, ACI, ASU	MANDATORY
BATHROOM TISSUE AND PAPER TOWELS	AMERICAN PAPER & TWINE	MANDATORY
COPIER LEASE, RENTAL, PURCHASE	MULTIPLE VENDORS	NON-MANDATORY
TIRES (BRIDGESTON, GOODYEAR)	MULTIPLE VENDORS	MANDATORY
NEW VEHICLES AND VEHICLE RENTAL	MULTIPLE VENDORS	MANDATORY
SOFTWARE	SOFTWARE HOUSE INTERNATIONAL Preferred Vendor	NON-MANDATORY
Dell COMPUTERS	COMPLETE COMPUTING Preferred vendor	NON-MANDATORY
OFFICE FURNITURE	MULTIPLE VENDORS	NON-MANDATORY
AUTOMOTIVE	AUTOZONE, NAPA	NON-MANDATORY
MAINTENANCE SUPPLIES	GRAINGER, MSC, FASTENAL, LOWES	NON-MANDATORY
PAINT, EXTERIOR AND INTERIOR	SHERWIN WILLIAMS, PPG	NON-MANDATORY
WELDING SUPPLIES	AIRGAS	NON-MANDATORY

Department of Corrections (ACI): The state encourages purchasing products and services from ACI, all items can be purchased without a bid, regardless of the amount. Furniture has lifetime warranty and upholstery services are available.

A full list of State Contracts can be located here:

<https://www.transform.ar.gov/procurement/vendors/state-contracts/>

COOPERATIVE CONTRACTS

Contracts available to public sector procurement agencies, that offer discounted pricing.

SAU Tech is a member of several cooperatives; contact the Purchasing Office for information and quotes.

To obtain discounted pricing, a quote should be obtained stating the contract number. Purchases should be made with a Purchase Order unless otherwise approved.

Examples of Cooperative Contracts:

E & I	AIRGAS	GASES, WELDING, & SAFETY SUPPLIES
	B & H PHOTO VIDEO	PHOTO, VIDEO, AUDIO, TECHNOLOGY, SECURITY, PROJECTION EQUIPMENT
	GRAINGER	INDUSTRIAL SUPPLIES AND EQUIPMENT
	CDW	COMPUTER AND AUDIO SUPPLIES
	DEMCO	LIBRARY SUPPLIES
	VWR/WARDS/AVANTOR	SCIENCE EQUIPMENT
TIPS USA	VERNIER	SCIENCE SOFTWARE AND TECHNOLOGY
	BARNES & NOBLE	BOOKS AND TEACHING AIDS
SOURCEWELL	CAROLINA	LAB SUPPLIES
	STAPLES	OFFICE SUPPLIES
OMNIA PARTNERS	AMERICAN PAPER & TWINE	JANITORIAL SUPPLIES
	SCHOOL SPECIALITY	SUPPLIES, FURNITURE, ATHLETIC UNIFORMS
	POCKET NURSE	HEALTHCARE/SCIENCE SUPPLIES AND EQUIPMENT
	LAWSON	MAINTENANCE SUPPLIES
	TRANE	HVAC

MINORITY AND WOMEN OWNED VENDORS

Where economically beneficial, SAU Tech and the State of Arkansas encourage purchasing from certified minority and women owned vendors when choosing a vendor for your purchase.

For small orders up to \$20,000, when selecting minority vendors, the limit is increased to two times, i.e., \$40,000 without obtaining three quotes.

SAU Tech Preferred Vendors include:

- Advanced Home Care
- Bright Beginning Daycare
- Camden Glass
- Golf Carts of Arkansas
- Government Supply Services
- Graphic Sensation
- Hardman Lumber
- Pettus
- Welsco Inc.

A full list of certified vendors is available from the Purchasing Agent or you can search for Arkansas vendors here:

- <https://www.arkansasedc.com/community-resources/Minority-and-Women-Owned-Business-Enterprise-Resources/directory>

SOLE SOURCE PURCHASE

Sole Source is a term used to designate that only one supplier exists that is capable of providing a particular product or service.

Sole Source Purchase Requisitions for purchases over \$20,000 must be submitted with a written justification to the Purchasing Department for approval.

Brand name or design specifications shall not be sufficient explanation for sole source. Such procurements may include but shall not be limited to:

- *requirements of performance compatibility with existing commodities or services; or*
- *repairs involving hidden damage; or*
- *only one vendor provides required commodity or service*

Written justification should include detailed answers to the following questions:

1. Why is this service or commodity needed?
2. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?
3. How was it determined that this service or commodity can only be provided by one source.
4. Can requirements be modified so that the services or commodity may be competitively bid? If not, why?
5. Are there patent, copyright, or proprietary rights which make the required service or commodity unavailable from other sources.
6. What would the agency do if the service or commodity were no longer available?
7. Detail any program considerations, which make the use of a "Sole Source" critical to the agency

Note: Term sole source contracts will be approved on a one year basis. Commodities or services available from only one source may be available from multiple sources the next year. New documentation must be attached to the outline agreement each year.

This policy and the sole source check list are posted on the OSP website under guidelines.

<https://www.transform.ar.gov/procurement/agencies/laws-and-guidelines/>

PROFESSIONAL AND CONSULTANT SERVICES CONTRACTS

A Professional Services Contract (PCS) is used to engage someone not employed by SAU Tech to perform personal services. The college does not have control over the day-to-day activities of the person.

A consultant services contract is used to contract with someone for the purpose of giving advice on a particular problem facing the school. The justification form should designate the purpose.

- Before an employee begins the process of securing a contractor, he or she should be sure there are sufficient funds in the budget.

The Chancellor and VC for Finance and Administration must approve all PCS Contracts prior to submittal to the State.

Each department must complete its own PCS form and Contract and Grant Disclosure Form.

To obtain the contract forms and directions, go to <https://www.transform.ar.gov/wp-content/uploads/2020/04/contgrantform.pdf>

Departments should contact Accounts Payable to obtain a contract number.

Professional Service Contract between \$5K and \$25K

Current laws allow SAU Tech to procure PCS if the value of services does not exceed \$25,000 without approval of the State. These contracts are reported monthly online by the VC of Finance & Administration or Accounts Payable.

Should SAU Tech enter into a subsequent contract or contracts with the same contactor during the same fiscal year, regardless of the nature of said contract or contracts, the details of the original contract, which utilized a purchase order form and all subsequent contracts, regardless of amount or type, shall be promptly reported to the Chief Fiscal Officer of the State.

Professional Service Contract over \$25K

PCS contracts where the total contract amount exceeds \$25,000.00, must be presented to the Exec VC and the VC for Finance and Administration and then to the Department of Finance and Administration prior to the execution date of such contract for approval.

PAYMENTS

The Accounts Payable Department (A/P) is responsible for the processing of all checks. Before any check can be written, AP must have the signed and dated Agency Copy of the PO and an invoice from the vendor.

Agency Copy of PO- this is the yellow copy of the Purchase Order that you receive from Purchasing after PO has been initiated.

How normal payments are processed:

Once verified that all merchandise has been received on the PO:

- **SIGN AND DATE** the “Received By” block located on the Yellow Agency Copy of the PO
- Send to A/P for payment

For payments of partial shipments received:

Make a copy of the Agency Copy of the PO, on this photocopy sign and date it, and forward to Accounts Payable notating which items have been received.

You will (the department) retain the original Agency Copy of the PO for use in reporting and payment of the final shipment.

In the event you have ordered something and the invoice is delivered with the merchandise:

1. If PO is complete, sign and date the Agency Copy.
2. Attach invoice and send to Accounts Payable.

* If there is a problem with the order, please contact the Purchasing Office

*Purchase Orders should always be paid from the original invoice and cannot be paid from a statement, packing slip, or delivery ticket.

Blanket Purchase Order

Blanket Purchase Orders are done on a yearly basis for some services (i.e. maintenance supplies, lease on copier, and supplies for classrooms). These invoices come directly to Accounts Payable and are paid with the Blanket PO that Accounts Payable retains.

Examples of Blanket PO's:

Airgas (Small supplies and industrial gas)

Bounds Tire Service (Flat/Repairs)

Canon Solutions (Copier charges)

Kens Discount (Small supplies)

*There are also some Blanket PO's that are maintained by the Department. In this case the invoice will come directly to that Department. The individual maintaining the Blanket PO will copy the Agency Copy of the PO, sign and date the copy and turn in copy with the invoice to Accounts Payable to pay. The Department will keep Agency Copy until PO is considered complete (reach the dollar limit of the PO or no longer needed). When PO is complete, turn in original Agency Copy of PO to AP.

Prepayments

The general rule for payment of commodities or services is to pay for them only after the receipt of such. In some situations prepayments may be required for such items as postage, U.S. Government documents, association dues, registration fees, subscriptions, etc. When prepayment is required, attach the appropriate back-up documents such as order blank, registration form, invoice, etc. to the Purchase Request form and forward all documents to the Purchasing Office. The Purchasing Office will forward the Agency Copy and backup to Accounts Payable for payment.

P-CARD

The P-Card offers an **enhancement** to the existing purchasing process and provides an effective method for purchasing supplies of low dollar amounts.

- **State Procurement Laws that apply to the purchase order process also apply to the use of the P-Card.**
- Default Limit is \$2,000 per billing cycle with a \$1,499 per transaction item limit. E-mail the Purchasing Department if you need your limit increased, include the purchase details and reason for increase.
- ***Purchase of computer hardware, software, or computer peripheral (i.e., printer, monitor, hard drive etc.), requires prior approval from IT Director, as you would do on a PO.*** Please attach the approval to your receipt or p-card log. **IT items requiring a VPAT may not be purchased using a PCard.**
- All receipts must be DETAILED and LEGIBLE.

Non allowable charges include:

- Goods not for official business purposes
- Travel related expenses for employees
- Personal type expenses Student Gift Cards – Amazon and Walmart only. Gift Receipt Form must be included. Not allowed for employees.
- Greetings Card - SAU Tech card is available from Communications
- Flowers and plants unless for an official school event, Purchasing Approval Form is required)
- Food (Unless prior approval is given, Purchasing Approval Form is required)
- Printing (other than imprint)
- Intergovernmental Agreements for goods and services
- Items on state contract without prior approval
- Professional Services, Contracted Services, Telemarketing, etc.
- Planned services (installations, scheduled maintenance etc. vehicle maintenance is allowed)
- Computers, printers, software or any IT purchases requiring a VPAT
- Printers, toner and ink

COMPLETED P-CARD TRANSACTION LOGS MUST BE SUBMITTED 5 DAYS AFTER RECEIPT OF STATEMENT.

TRAVEL CARD

Travel card is used for:

- Lodging (single room rate and tax only)
- Registration (Professional Development Conference, Training etc.)
- Airline (No first Class or Additional Fees)
- Airline Baggage Fees (1 checked bag each way)
- Shuttle, taxi (to hotel and conference center- gratuity not reimbursed)
- Parking (if no free parking, no valet parking allowed)
- Toll and Bridge Fees

Default Credit Limit is \$2,500 per billing cycle, to e-mail the Purchasing Department if you need your limit raised, include details.

- Meals cannot be put on card for individual travelers (unless an exception has been granted by the state)
- Travel Authorization is submitted prior to arrangements being made
- Receipts must be itemized. A credit card receipt with just the total is not acceptable

Instructors travelling with students (as a group representing SAU Tech) can have both the student and instructor meals put on the Travel Card. A request must be made by e-mail to the Purchasing Department to open the card for meals. A TA should be submitted by the instructor, include the student names.

A monthly statement is available from the 15th of each month. After checking it, send to Purchasing (within five days) with **copies** of the receipts for all items on the statement. Keep copies for your own records in a secure location for audit purposes.

After returning from your trip, submit all required travel reimbursement forms with supporting documentation (including original receipts) five working days after returning to your official station, to Accounts Payable.

Travel Reimbursement

See Employee Handbook

You must submit the completed Travel Reimbursement form TR-1E to Accounts Payable (Keisha Robinson) along with the original receipts for lodging, registration fees, and any other miscellaneous items within five working days of return from trip. A Travel Reconciliation form should be completed and attached to the travel reimbursement form TR-1E, if some of your expenses were direct billed or charged to SAU Tech (travel cards) such as your registration, lodging, airline ticket etc. An example of how to fill out the forms is attached. The link to these forms: <http://www.sautech.edu/employment/SAUtechforms.aspx>.

FY 2022-23 per Diem Rates for Arkansas

	<u>Lodging Max</u>	<u>Full Day Meals Max</u>
Hot Springs & Other Cities in Garland County	\$111.00	\$64.00
All Other Cities in Arkansas (Standard Rate)	\$107.00	\$59.00

The link to other cities and states federal per diem rates:

<http://www.gsa.gov/portal/content/104877>

Meals

Reimbursement for meals is not a per diem, and is to be claimed for **actual** expenses not to exceed the maximum allowable rates as listed in the Federal Travel Directory (See U.S. General Services Administration website). Meal Reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless “special authorizations”, under ACA 19-4-903 are authorized by the agency head or travel administrator. **Detailed receipts for meals are required to be submitted with the TR-1 form. A credit card receipt with no detail of what was purchased is not acceptable.**

Full day of travel – A full day of travel is a day of travel between the first and last day of travel. The maximum full day meal allowance is the Federal per Diem rate depending on the destination location. The destination location is the location where lodging was obtained.

TR-1 Claim - The amount to be claimed on the TR-1 is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The full Federal per Diem rate for the destination location

Partial Travel Day – A partial travel day is the first and last day of overnight travel. On the first and last day of travel, meals must be in proportion to the time in travel status and must not exceed 75% of the Federal per Diem rate for the destination location. To ensure that meals are in proportion to the time in travel status, meal eligibility is determined as follows:

On the 1st day of travel

The trip must have started at 6:00 am or earlier to claim breakfast.

The trip must have started at 12:00 pm or earlier to claim lunch.

The trip must have started at 6:00 pm or earlier to claim dinner

On the last day of travel

The trip must have ended after 6:00 am to claim breakfast

The trip must have ended after 1:00 pm to claim lunch

The trip must have ended after 6:00 pm to claim dinner

The maximum for a partial day, as long as it doesn't exceed 75% of the full Federal per Diem rate for the destination location, is the total of the maximums for eligible meals plus the \$3.00 incidental rate as stated in the Federal Travel Directory for the destination location. On the first day of travel, the destination location is the location where the lodging was obtained. On the last day of travel, the destination location is the location where the lodging was last obtained.

TR-1E Claim - The amount to be claimed on the TR-1E for a partial day is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The total of the maximums for eligible meals plus the \$3.00 incidental rate
3. 75% of the full Federal per Diem rate for the destination location

Please use the Meal Worksheet that is located at

<http://www.sautech.edu/employment/SAUtechforms.aspx> to compute the amount you can claim each day.

Lodging

Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state travel. Room taxes are not included in the federal per diem rate and may be claimed for reimbursement. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without authorization by the Chancellor and justification as to why it was in the best interest of the State to exceed the standard reimbursement rate. This can be done on the Travel Authorization form.

Transportation

Private vehicle

Private Vehicle Mileage shall be reimbursed and computed for travel on official business, using electronic map mileage on www.randmcanally.com, between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. The current rate is fifty-two (52) cents per mile.

If just claiming mileage, you do not have to fill out a Travel Authorization. You only have to fill out the TR-1M form (Mileage Claim Only).

When you use www.mapquest.com only put in the Cities, for example if you are going to Little Rock, AR you will just put in Camden, AR as the starting point and you will just put in Little Rock, AR as the Ending Point. Do not put in an address. Please round to the nearest whole number when entering the mileage on your Travel Form. For example 98.5 miles need to be rounded to 99 and put on the travel reimbursement form.

Actual mileage above what the MapQuest website computed can be claimed as vicinity mileage. To claim the vicinity miles, you would put the mileage difference MapQuest computed and your actual mileage, on a separate line and label it vicinity miles. If you drove to several different cities, there could be separate vicinity lines for each city.

REQUIREMENTS WHEN PURCHASING AIRLINE TICKETS

- Reimbursement for out-of-state travel will be the lesser of coach class airfare or vehicle mileage.
- Travelers must fly coach class.
- Airlines tickets should be purchased at least 14 days in advance if possible.
- The State will only pay for one checked bag per flight. If there are any weight overage charges, employee is responsible for the difference in price.
- The State will not pay for optional service charges such as Preferred Seating, Early Bird check-in, Group 1 boarding, etc.

IMPORTANT

If you purchase your airline tickets with personal funds, please be aware that you will not be reimbursed for this amount until **AFTER** the trip has ended. This is very important as tickets are often purchased well in advance of your trip.

Any travel found to be incomplete or contain mistakes that are too great for Accounts Payable to correct; the TR-1E and the Travel Reconciliation Forms will be returned to employee seeking reimbursement.

These forms can be found on the SAU Tech forms page,
<http://www.sautech.edu/employment/SAUtechforms.aspx> .

***Remember this form needs to be filled out prior to the trip and before any travel arrangements are made. When you receive a copy of this form back with all the appropriate signatures, then you can make travel arrangements with your Sponsor Card for your hotel, registration, airline ticket, and etc. Remember, that you cannot use this Sponsor Card for meals. Meals must be paid out of your pocket.

Southern Arkansas University Tech Travel Authorization Form

Date <u>9/8/2010</u>		Business Office Use Only	
		Purchase Order # <u>51135</u>	
		Approved Driver <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name <u>John Smith</u>			
<input checked="" type="checkbox"/> SAU Tech Employee <input type="checkbox"/> SAU Board Member <input type="checkbox"/> SAU Tech Student <input type="checkbox"/> Guest			
Home address <u>1212 Pine Drive</u>		City <u>Camden</u> State <u>Arkansas</u>	
Dept. Acct. # <u>10-0000-7200</u>		Zip Code _____	
Department <u>Arts & Science</u>			

TRIP INFORMATION

Destination:	City <u>Little Rock</u>	State <u>Arkansas</u>
Purpose of trip	<u>Attend ArkKade Conference</u>	
Dates of meeting/official busine:	From: <u>9/25/2010</u>	To: <u>9/30/2010</u>
Dates of travel	Leave: <u>9/26/2010</u>	Return: <u>9/30/2010</u>
Mode of Travel:		
<input type="checkbox"/> Driving School Vehicle	<input checked="" type="checkbox"/> Driving Personal Vehicle	<input type="checkbox"/> Other _____

ESTIMATED EXPENSES

	Reimbursable to traveler via TR-1	You must fill out a Purchase Requisition form and return it to the Purchasing Agent along with this travel authorization form	Attach a list of all members of the party
	Traveler's Estimated Out of Pocket Expenses	Paid Directly by SAU Tech via SAU Tech Purchase Order	Paid Directly by SAU Tech via SAUT Ghost Credit Card
Transportation	150.00		
Meals	150.00		
Lodging			352
Registration			150
Other			
TOTAL	300.00	-	502.00

SPECIAL LODGING AUTHORIZATION (To exceed Federal Per Diem Rates)

Requested lodging rate per night (before taxes) 88.00

Federal per diem rate allowable for lodging 88.00

Explain why it was necessary to exceed the per diem rate for lodging

☐ Conference Hotel ☐ Other reason for exceeding per diem rate. Explain below _____

Special lodging authorization Out of state travel	
Chancellor	Date

Faculty Senate (faculty travel)	Date
x <u>Dan Evers</u>	10-12-10
Travel Supervisor (Business Office)	Date

x <u>John Smith</u>	9-8-10
Traveler	Date
x <u>Jan Johnson</u>	9-9-10
Supervisor	Date
x <u>Dan Evers</u>	9-9-10
Vice Chancellor/Chancellor	Date

TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1E

Account Number 10-0000-7200
OFFICIAL STATION SAU TECH-Camden
PRIVATE VEHICLE LICENSE NO. 178DXY

DEPARTMENT Arts & Science

NAME OF PAYEE John Smith

PLACE OF RESIDENCE AND ADDRESS 1212 Pine Drive, Camden, AR 71701

MAILING ADDRESS, IF DIFFERENT FROM ABOVE

if overnight travel, provide the following times:

Time of day that the trip began 5:30 PM

Time of day that the trip ended 9:00 PM

DATE	NAME OF TOWN VISITED	DETAILED EXPENDITURES OTHER THAN MILEAGE						FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED
		COMMON CARRIER	HOTEL ROOM	MEALS	PER DIEM	TAXI	INCIDENTALS					
9/26/2010	Little Rock, AR							Camden, AR	Little Rock, AR	99	0.42	41.58
09/27/10	Little Rock, AR			21.37				Vicinity		10	0.42	4.20
09/28/10	Little Rock, AR			22.98				Vicinity		32	0.42	13.44
09/29/10	Little Rock, AR			13.52				Vicinity		26	0.42	10.92
09/30/10	Little Rock, AR							Vicinity		4	0.42	1.68
09/30/10	Little Rock, AR							Little Rock, AR	Camden, AR	99	0.42	41.58
SUB-TOTALS											57.87	57.87
INCIDENTALS												
(1) Postage (2) Parking Fee (3) Registration Fee (4) Emergency Car Repairs												
(5) Guide Service for the Blind (6) Minor Purchases (7) Meals for State Guests												
and Wards of the State (8) Other (Explain)												
SUB-TOTAL											57.87	57.87
TOTALS FOR MILEAGE											270	113.40

Purpose of Travel Attend Arkade Conference

Approved

Travel Supervisor

Signature of Traveler

Instructor

TR-1 revised 02/01/84. [Computer generated from Pre-Audit approved 7/28/95]

TOTAL CLAIMED

\$171.27

**Southern Arkansas University Tech
Meal Worksheet**

9/27/2010
(Date of travel) mm/dd/yyyy

Is this worksheet for the 1st day, last day or a full day of travel?

Full travel day

Enter City & State where you obtained lodging
Enter M&IE rate for the city where you obtained lodging

Little Rock \$59.00

Delete to leave this blank
Delete to leave this blank

Breakfast
Lunch
Dinner
Incidentals

Full Day
M&IE rate \$11.00
\$16.00
\$29.00
\$3.00

Full day state M&IE rate allowable

\$59.00

Actual Meal Exp including tips of up to 15% of meal

\$21.37

This total excluded tips over 15% of eligible N

Allowable by meals

Meals that can be claimed
on TR-1 for this partial day

Actual Meal Exp Actual Tips Partial Day M&IE rate Allowable TR1 Claim

\$16.58 \$3.00

\$21.37



Boston's Little Rock #1302

Please pay your server

Please call 1-800-868-3180 or

visit www.bostonstaterock.com

Enjoy the restaurant #1302

Take a brief survey

Write your redemption code

Please return check on next visit

Free appetizer requires \$15

purchase and does not include

Team Platter or Double Wings

0131a Table 501 #Paid 0

TIFFANY E Check: 22 18:52 02/27/10

SWISS BURGER 8.79

APPLE CRISP 5.99

iced TEA 2.19

Sub Total 16.97

Tax 1.61

2/27 19:12 TOTAL: 18.58

Thank you for dining us at Boston's
800-235-2000

WE HAVE GREAT BOSTON'S GIFTS AND
CONVENIERS DISPLAYED AT THE HOST STAND

BOSTON'S GIFT CARDS ARE ALSO AVAILABLE!

Free Appetizer on your next visit

Join our e-Club at

www.bostonstaterock.com

**Southern Arkansas University Tech
Meal Worksheet**

9/28/2010
(Date of travel) mm/dd/yyyy

Is this worksheet for the 1st day, last day or a full day of travel?

Full travel day

Enter City & State where you obtained lodging
Enter M&IE rate for the city where you obtained lodging

Little Rock \$59.00

Delete to leave this blank
Delete to leave this blank

Breakfast
Lunch
Dinner
Incidentals

Full Day
M&IE rate
\$11.00
\$16.00
\$29.00
\$3.00

Full day state M&IE rate allowable

\$59.00

Actual Meal Exp including tips of up to 15% of meal

\$22.98

This total excluded tips over 15% of eligible A

Allowable by meals

Meals that can be claimed
on TR-1 for this partial day

\$22.98

Actual
Meal Exp
\$19.98

Actual
Tips
\$3.00

Partial Day
M&IE rate
Allowable

TR1 Claim

ARKANSAS
BURGER CO.
7410 CANTRELL RD.
LITTLE ROCK, AR

(501)663-0600

DATE 09/28/2010 TUE TIME 14:29

GYROS SAND T1	\$2.00
GREEK SALAD T1	\$5.50
DRKSDH.MILK T1	\$1.85
SCOOP ICE CR T1	\$1.75
SCOOP ICE CR T1	\$1.75
TO GO T1	\$0.00
TO GO T1	\$0.00
TAXABLE1	\$18.25
0	\$1.73
TOTAL	\$19.98
CASH	\$19.98

** ORDER# 0108 **

THANK
YOU

COME AGAIN

DAN No.000140 00001

** REPRINT **

3.00 f.p js

Southern Arkansas University Tech Meal Worksheet

9/29/2010
(Date of travel) mm/dd/yyyy

Is this worksheet for the 1st day, last day or a full day of travel?

Full travel day

Enter City & State where you obtained lodging
Enter M&IE rate for the city where you obtained lodging

Little Rock

\$59.00

Delete to leave this blank
Delete to leave this blank

Partial Day
M&IE rate
Allowable

TR1 Claim

Breakfast

Full Day
M&IE rate

\$11.00

Lunch

\$16.00

Dinner

\$29.00

Incidentals

\$3.00

Full day state M&IE rate allowable

\$59.00

Actual Meal Exp	Actual Tips
<u>\$12.02</u>	<u>\$1.50</u>

Actual Meal Exp including tips of up to 15% of meal

\$13.52

Allowable by meals

Meals that can be claimed
on TR-1 for this partial day

\$13.52

Baskin-Robbins 360870
10102A Rodney Parham
Little Rock, AR 72227
(S)227-5656 (for mgr)240-6554

McALISTERS
DELI

CHECK# 123094
Closed to Credit Card -- Master Card

DATE\TIME: 9/29/2010 6:43:28 PM
CASHIER: 36087001
STATION: 01

09/29/10 6:35PM
000003#0383 0003
SERV.003

#0000100
XXXPSAL \$0.00
BIG NASTY T1 \$7.99
BAL FWD \$7.99
MOSE ST \$7.99
TAX1 \$0.76
***TOTAL \$8.75
CASH \$8.75
CHANGE \$0.00

1.50 tip JS

McALISTERS
DELI

09/29/10 6:35PM
000003#0383 0003
SERV.003

#0000100
BIG NASTY

Item Count: 1

Double Scoop-112712*
1 @ \$2.99 \$2.99
Subtotal \$2.99
Tax \$0.28
GRAND TOTAL \$3.27

CREDIT CARD PURCHASE \$3.27
Card Type: Master Card
*****7549 XX/XX
Transaction Type: PURCHASE
Ref Num: 00000023
Auth Code: 029334

Card Entry Method : Swiped

Sign: _____



Please indicate which type payment applies to each entry by inserting a D (Direct Pay) or a C (Credit Card Charge) in the appropriate column.

General Options

Name: John Smith
 Title: Instructor
 Address: PO Box 3499
 Camden, AR 71711
 USA
 Number of People Registered: 1
 Confirmation Number: **5PN5A5F7R3T** (needed to modify your registration)

Event Title: ArkADE Annual Conference
 Location: Winthrop Rockefeller Institute
 1 Rockefeller Drive
 Morrilton, AR 72110
 Phone: 1-501-727-5435
 Date: 10/06/2010
 Time: 8:00 AM

Current Registration Details

Registration Items

ArkADE Annual Conference	\$0.00
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Tracks

Full Conference*	Full Conference (Includes ArkADE membership)	\$125.00
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Sessions

10/06/2010 6:30 PM	Wednesday Night Dinner	Wednesday Night Dinner	\$25.00
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Order Summaries

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/08/2010 2:54 PM	offline order	\$150.00	\$0.00	\$150.00
	Total:	\$150.00	\$0.00	\$150.00

<https://www.cvent.com/EVENTS/Registrations/MyRegistrationPrinterFriendl...> 9/8/2010



09-30-10

John Smith	Folio No. :	Room No. : 614
Sau Tech	A/R Number :	Arrival : 09-26-10
Po Box 3499	Group Code :	Departure : 09-30-10
Camden AR 71711-0004	Company :	Conf. No. : 67789363
US	Membership No. : PC 691526466	Rate Code : IMG0V
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
09-26-10	*Accommodation	88.00	
09-26-10	Room Tax 11.5	10.12	
09-27-10	*Accommodation	88.00	
09-27-10	Room Tax 11.5	10.12	
09-28-10	*Accommodation	88.00	
09-28-10	Room Tax 11.5	10.12	
09-29-10	*Accommodation	88.00	
09-29-10	Room Tax 11.5	10.12	

Thank you for staying at Airport Holiday Inn Conference Center. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit www.priorityclub.com. We look forward to welcoming you back soon.

Total	392.48	0.00
Balance	392.48	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Airport Conference Center
 3201 Bankhead Drive
 Little Rock, AR 72206
 Telephone: (501) 490-1000 Fax: (501) 490-2029