



# **Welcome to Focus on Finance!**

**October 18, 2018**

# Agenda

- **Transfer Voucher Form – Monica Goldsby**
- **Non-Resident Alien (NRA) Tax Compliance – Giovanni Hickman**
- **Audit Notes – Vicki Deaton**
- **Tips & Tricks – Foundation Funded Employee Awards – Linda Heide**
- **What's New? Who Knew? What's Due?**

# Transfer Voucher Form

## Transfer Vouchers

Create Transfer Voucher

Transfer Voucher Inquiry

Monica R. Goldsby – Manager - General Accounting  
Accounting Department

# Purpose for Transfer Voucher Form

- To reclass expenses from one FOAPAL to another.
- Classify expenses and revenue income in the proper period within the current fiscal year.
- Monthly departmental charges (such as Copier Vending, Physical Plant, etc.)
- Correct keying errors.

# Transfer Voucher Form Needs:

- Date at the top left corner
- Account Title
- Index, Fund, Organization, Account and Program Activity (if applicable)
  - Or
- Fund, Org, Account and Program
- Amount
- Comments
- Signatures for:
  - Approver for Department Charged (unless on file)
  - Approver for Department Credited

# Full Transfer Voucher Form

Remember  
Index  
populates  
Complete  
FOPA in  
Banner. Refer  
to Finance  
Program  
Guide.

Please  
ensure to  
include  
Comments.

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**Transfer Voucher**

General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date:

TV No.

## ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.**

**Comments** – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

Approver for Department Charged:

Signature

Date

Approver for Department Credited:

Signature

Date

**Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.**

Department Chair:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Grants & Contracts Accounting:

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

# Finance Program Guide

- Is extremely helpful.
- <https://bf.memphis.edu/spectrum/results-program.php?program=4769>



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## Finance Program Guide

### FOAPALS

search by index  
search by fund  
search by organization  
search by program  
search by activity  
search by multiple fields  
search by orgn title  
search by index title

### SIGNATURES

signatures by org  
signatures by name  
approval queues by org  
approval queues by name  
EPAF approval queues by name

### FOAPAL Lookup Results

0 Records Found.

#### Lookup Results Matching Program :

Index ▲▼	Fund ▲▼	Organization ▲▼	Activity ▲▼	Location ▲▼
No records found.				

[Go Back](#)



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# Transfer Voucher Deadlines

<https://www.memphis.edu/accounting/deadlines.php>

## ACCOUNTING MONTH-END DEADLINES (FY-19)

<i>Month End</i>	<i>FUPLOAD JV</i>	<i>P-Card File</i>	<i>Journal Entry</i>	<i>Run F&amp;A</i>	<i>Closing</i>
Jul	Mon, Aug 06, 2018	Mon, Aug 06, 2018	Tue, Aug 07, 2018	Wed, Aug 08, 2018	TBD
Aug	Tue, Sep 04, 2018	Wed, Sep 05, 2018	Thu, Sep 06, 2018	Fri, Sep 07, 2018	TBD
Sep	Wed, Oct 03, 2018	Thu, Oct 04, 2018	Fri, Oct 05, 2018	Mon, Oct 08, 2018	TBD
Oct	Mon, Nov 05, 2018	Tue, Nov 06, 2018	Wed, Nov 07, 2018	Thu, Nov 08, 2018	Thu, Nov 08, 2018
Nov	Tue, Dec 04, 2018	Wed, Dec 05, 2018	Thu, Dec 06, 2018	Fri, Dec 07, 2018	Fri, Dec 07, 2018
Dec	Fri, Jan 04, 2019	Mon, Jan 07, 2019	Tue, Jan 08, 2019	Wed, Jan 09, 2019	Wed, Jan 09, 2019
Jan	Tue, Feb 05, 2019	Wed, Feb 06, 2019	Thu, Feb 07, 2019	Fri, Feb 08, 2019	Fri, Feb 08, 2019
Feb	Tue, Mar 05, 2019	Wed, Mar 06, 2019	Thu, Mar 07, 2019	Fri, Mar 08, 2019	Fri, Mar 08, 2019
Mar	Thu, Apr 04, 2019	Fri, Apr 05, 2019	Mon, Apr 08, 2019	Tue, Apr 09, 2019	Tue, Apr 09, 2019
Apr	Mon, May 06, 2019	Tue, May 07, 2019	Wed, May 08, 2019	Thu, May 09, 2019	Thu, May 09, 2019
May	Tue, Jun 04, 2019	Wed, Jun 05, 2019	Thu, Jun 06, 2019	Fri, Jun 07, 2019	Fri, Jun 07, 2019
Jun	Fri, Jul 05, 2019	Fri, Jul 05, 2019	TBD	After AP	TBD



# Common Mistakes

- **Dates missing**
- **FOAPAL information missing or incorrect**
- **No Comment or purpose for Transfer Voucher**
- **Approval Signature missing**
- **Amount missing**
- **Budget Pool Account Codes (73000, 74000, etc.)**

# Frequently Asked Questions

- Where can transfer voucher forms be found?
  - Accounting Webpage  
<https://www.memphis.edu/bf/forms/finance.php>
  - Under the Finance Forms - **Accounting - Transfer Voucher - PDF**
- Who do I contact if an error is discovered and needs to be corrected?
  - Accounting Data Entry Error - Please email us at:  
[accounting@memphis.edu](mailto:accounting@memphis.edu)
  - Department Error – Resubmit correct Transfer Voucher

# What's Wrong?

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## Transfer Voucher

General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: 09/28/2018

TV No.

### ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	73200	4600		

### ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Grants	262300	110001	511030	73200	4600		

# What's Wrong?



Date: 09/28/2018

TV No.

### ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	74470	4600		200.75

### ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Unallocated General Acctg	265105	110001	800500		4600		200.00

# What's Wrong?

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## Transfer Voucher

General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: 09/28/2018

TV No.

### ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	74470	4600		175.00

### ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Payroll	262155	110001	513000	74000	4600		175.00

# TVs Requiring Add'l Processing Time

## Prior to posting:

- **Grants Accounting**: Must review all transfer vouchers with **Index Numbers** that begin with **“5XXXXX.”**
- **Fixed Assets**: Must review all transfer vouchers with **Account Numbers** that begins with **“78XXX, 74504, 74510, and 74511.”**

# QUESTIONS?



[accountspayable@memphis.edu](mailto:accountspayable@memphis.edu)

901-678-2271

# Foreign Tax Compliance



**Giovanni Hickman | Tax Compliance | Finance**



# POSTURE

- How's it going with your posture?
- We last discussed what is posture?
- Recap:
  - Would you like to have posture when it comes to handling the paperwork on foreign matters?
  - “belief in what you have regardless of external acceptance or approval”



- To fulfill your dreams, forget the facts, just focus on bringing the dream true.
- Needless to say that in *tax cases*, only the Facts Matter to appropriately apply the law to circumstances.

# Facts Matter

- Data is very important to our Finance office, it's less taxing trying to "read in between the lines." No guessing games allowed, but intelligently observing a set of data and applying reasoning and critical thinking skills are upmost of importance in drawing conclusions.

# Winning can be Taxing



- Congratulations, You are the winner of a cash prize from a research paper contest!
- You can enjoy your cash prize after taxes! 😊

# Gather Facts



- Documents:
  - passport and visa (immigration status)
  - social security number (not required), however a tax saving strategy if tax treaty exist.
  - history of U.S. entry and exit dates (a huge determining factor to tax or not to tax)
    - should persons receive a 1099-MISC form or a 1042-S information return
  - W-8BEN form if person is not a resident alien then collect W-9 form if person is a resident.

# \$500 Cash Prize A Dream



- You PAY 30% withholding tax rate on \$500
- Have fun with the \$350!





# Royalty Payments to Foreign Entities

- **Facts**

- vendor headquartered in Toronto, Ontario
- has an office location in the USA
- billed the UofM department for a purchase of a web based communication tool
- no hardware installed. no technician visits on campus to complete the service.
- automated web based service tool
- vendor has an U.S. employer identifying number
- payment is payable to vendor's Toronto office location.



# Royalty Payments to Foreign Entities

- **Issues**

- What is the category of payment?
  - Royalty, copyright, patent, intellectual property, other income
- Was service performed by the entity in the U.S. or outside the U.S.?
- Does a tax treaty exist with the country?
- Does the vendor have any U.S. office locations?
- Was the proper W8 form supplied?
- Is the entity subject to 30% or exempted from federal income tax?
- Does the payment require the reporting of a information return (1042-S or 1099-MISC) or no reporting?

# Royalty Payments to Foreign Entities

- **Tax Supporting Sources**

- Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities
  - <https://www.irs.gov/publications/p515>
- Canada Treaty Article Citation, XII(3)/5p7(1)
  - [https://www.irs.gov/pub/irs-utl/Tax\\_Treaty\\_Table\\_1.pdf](https://www.irs.gov/pub/irs-utl/Tax_Treaty_Table_1.pdf)

# Royalty Payments to Foreign Entities

- **Conclusion**

In this case, the payment is being made to the company's U.S. address, a W-9 form is required and the entity will receive a 1099-MISC information return.

If payment is remitted to the foreign address, then a W-8BEN-E is required and the entity would then receive a 1042-S information return.

# POSTURE

- How's it going with your posture NOW?



# Questions



# Audit Notes



**Vicki Deaton, Chief Audit Executive**

# Leave Reporting & Approval

- One of our areas of audit is exempt employee leave usage and reporting, and Web Time Entry Leave Report approvals.
- We have investigated allegations of fraud, waste, and abuse related to the reporting and approving of leave.

# Internal Audit Objectives

- 1. To ensure compliance with HR5029 Timekeeping and Leave Reporting, and other University leave related policies and procedures.**
- 2. To review departmental processes for employee leave requests and approvals, and employee leave reporting and approvals.**
- 3. To investigate whether exempt employees are reporting leave completely and accurately.**
- 4. To ensure that employees are paid accurately for the time worked and leave benefit earned and taken.**



# Policy Requirements

- ☐ As a benefit, full-time exempt employees accrue 7.5 hours of sick leave and 15 hours of annual leave each month.
- ☐ Full-time exempt employees are required to work at least 37.5 hours per week.
- ☐ Supervisors should establish a consistent process for how employees are expected to request advance approval for using annual leave and planned sick leave, as well as how they are expected to report unexpected absences.

# Policy Requirements

- ☐ Requests for annual leave are subject to approval by the immediate supervisor prior to the beginning of the leave.
- ☐ Sick Leave usage in excess of the available sick leave balance will be charged to the employee's annual leave balance, if hours are available. Otherwise, the excess sick leave time taken will be unpaid.

# Policy Requirements

- ❑ Exempt employees report leave usage through the UofM's Web Time Entry system. This is an electronic system that enables exempt employees to report leave taken via the University's Portal through Employee Self-Service.
- ❑ HR5029 says that leave must be reported. *Regular exempt employees, 12-month faculty, coaches and postdoctoral fellows must report any leave taken during each pay period. By virtue of entering the leave online and hitting the "submit for approval" button, the employee certifies the information entered is true and correct.*

# Policy Requirements

- ☐ **Leave Reports must be approved by Web Time Entry Approvers, who are usually financial managers of the organization.**
- ☐ **Web Time Entry Approvers (financial managers) may appoint a proxy for leave reporting. The proxy acts on behalf of the Web Time Entry Approver.**

# Audit Issues Identified

- 1. Some Web Time Approvers or proxies have not set clear work time and location expectations for their employees.**
- 2. Some Web Time Approvers or proxies do not have a process for their direct reports to request the use of leave or report the use of leave.**
- 3. Some Web Time Approvers or proxies are automatically approving Leave Reports without verifying the accuracy of leave usage. (Some approvers choose “approve all” and do not individually review and approve each employee leave report.)**

# Audit Issues Identified

4. In some instances, it has not been possible to determine if an employee has completed their Leave Reports accurately and truthfully due to lack of Web Time Entry Approver or proxy documentation and oversight.
5. Some exempt employees have recorded and used more leave hours than they have earned. This created a debt for the employees. (This is possible because exempt employees are paid monthly and record their leave in arrears, or after the month has ended and they have been paid for the month.)

# **Audit Action Plans Developed**

- ✓ Web Time Approvers and their proxies should establish a process for their direct reports to request the use of leave or report the use of leave.**
- ✓ Exempt employees should complete their Leave Reports accurately and truthfully.**
- ✓ Web Time Approvers and their proxies should only approve accurate Leave Reports.**

# **Audit Action Plans Developed**

- ✓ **Exempt employees should monitor their leave balances and only use leave they have available.**
- ✓ **University management should monitor exempt employee leave balances so that employees are paid only for leave they have earned and available.**



# Tools for Compliance

**Examples of Web Time Approver processes for granting and approving leave:**

- **Leave Request Forms**
- **Leave Request Emails**
- **Shared Calendars**
- **Unplanned Leave Emails**

**Written documentation is needed!**

# Tools for Compliance

**Employees can verify their leave balances on their -**

- ✓ Pay Stubs**
- ✓ Leave Details on Employee Page of Banner**

# Tools for Compliance

When completing or approving the Leave Report:

**Caution Sign, \*WARNING\* Possible Insufficient Leave Balance**

**Reason:** The employee may be taking more annual or sick leave than available.

**Action:** Review the Leave Report to ensure hours were placed in the correct earning code. If attempting to take more leave than available, contact:

**Payroll**

**Benefits**

**HR Records**

**The next pay check will be adjusted for any leave without pay.**

# Tools for Compliance

When completing or approving the Leave Report:

**Caution Sign, \*WARNING\* Possible Insufficient Leave Balance**

**Reason:** The employee may have a potential negative balance for bereavement leave, military leave, inclement weather leave, jury duty leave, etc. The Web Time Entry system will display these balances as a negative because employees do not technically accrue these specific types of leave.

**Action:** You may ignore any messages the system generates in regard to these leave categories.

# Questions



# Tips & Tricks

## Employee Awards



Linda Heide, Manager  
Grants and Contracts Accounting

- ❖ Employee Award Payments as of September 2017 are processed through University Payroll system for all employee types, i.e. faculty, staff and students.
  
- ❖ To ensure timely payment, the following are required:
  - Provide documentation of an established award program.
  - Submit Foundation Account Budget Request form to UM Foundation for the gross amount payable to the University.
  - Submit Employee Award Payment Request form to Payroll by the below deadlines:
    - Monthly paid employees – 5<sup>th</sup> day of the month
    - Biweekly paid employees – the Monday before the end of the pay period.

# UofM Foundation Account Budget Request Form

- ❖ UofM Foundation Account Budget Request Form submitted for all employee awards will need to reference the employee's home department E&G account- fund 110001.
- ❖ Gross budget amount should be entered on budget line 61602-employee awards.
- ❖ Ledger-5 grant accounts should not be used for employee awards.
- ❖ Ledger-4 revenue accounts should not be used for employee awards.
- ❖ The University will cover the benefits for payments made in E&G account- fund 110001.



# UofM Foundation Account Budget Request Form - Example

<https://www.memphis.edu/foundation/foundationforms/index.php>

## THE UNIVERSITY OF MEMPHIS FOUNDATION University Account Budget Request Form

Project Period: 7/1/2018 THROUGH 6/30/2019  
Foundation Fund Name: Grants and Contracts Distinguished Employee Award  
Foundation Fund # 10001 University Index # 262300  
(Required) (Required)

Grantor allows unlimited budget revisions.

Enter  
Employee's  
Home Dept.  
Index

	ACCOUNT CODE	AMOUNT	TOTAL
<b>SALARIES</b>			
Academic	61266		
Summer - Other	61254		
Summer - Administrative Pay	61255		
Administrative/Professional	61610		
Extra Compensation	61250		
Undergraduate	61410		
Graduate	61257		
Clerical	61366		
Employee Awards	61602	<u>1,000</u>	
Other	61675		
<b>TOTAL SALARIES</b>			<u>1,000</u>
<b>BENEFITS</b>			
	62000		
<b>TRAVEL</b>			
	73000		
<b>OPERATING EXPENSES</b>			
	74000		
<b>FEE REMISSIONS</b>			
	75000		
<b>EQUIPMENT</b>			
	78000		
<b>TOTAL CURRENT BUDGET</b>			<u>1,000</u>
Carry forward from previous year			
<b>TOTAL CUMULATIVE BUDGET</b>			<u>\$1,000</u>

Enter Gross  
Budget Amount

# Employee Award Payment Request Form-Example

<https://www.memphis.edu/bf/forms/finance.php>



## Employee Award Payment Request

Date:	07/24/17	Submitting Department	Tiger Town	
Employee's Name:	John Doe	UID:	U 0000 xxxx	
Position Number & Suffix	001933 - 00	ECLS	F9	
Award Name	Tiger Award		Award Date:	9/15/2017
Account Code - 61602 Employee Award			Earnings Code - 122	
Foundation Fund Name	Tiger Town fund		Foundation Fund #	12345
UofM Fund/ORG/Program/Activity	Index	Gross Amount to be paid	%	
xxxxxx/xxxxxx/xxxx/x		\$ 2,500.00	100%	
TOTAL		\$ 2,500.00	100%	

Payment Calculation		
Gross Amount:		\$ 2,500.00
Less: Income Tax Withholding (25%)		(625.00)
Less: FICA Tax (6.2%)		(155.00)
Less: Medicare Tax (1.45%)		(36.25)
Net Amount due to Employee:		\$ 1,683.75
Note: Individuals in special tax situations (non-citizens, graduate students, etc.) may have more or less taxes deducted.		

Please note: By signing this request you are verifying that this award payment request is from an established award program and Foundation funds are available. This payment will be processed through the payroll and reported as taxable income to the employee and applicable withholding taxes will be withheld from the payment. The employee's year-end tax statement (W-2) will include the gross amount of this award and all applicable taxes withheld in the year of the payroll check date. Please attach a copy of the established award program with your request.

Department Head's Signature	Date	Dean/Director's Signature	Date
President, Provost or VP's Signature	Date	Contact Person	Phone #

Enter Gross Budget Amount



# Employee Award Budget

- ✓ Once budget is approved by UofM Foundation, Grants Accounting will receive award memo authorizing budget.
- ✓ Grants Accounting will establish a revenue and expense budget for the award payment in E&G department account – fund 110001. (Paper Budget Revision)

## *Journal Voucher Accounting*

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	GrantsandContractsDistinguishedAward								01							
	U	19	4	BD04	262300	110001	511030	61602	2000		BR1111		1,000.00	+	Y	
2	GrantsandContractsDistinguishedAward								01							
	U	19	4	BD04	262300	110001	511030	57013	2000		BR1111		1,000.00	+	Y	

# Questions

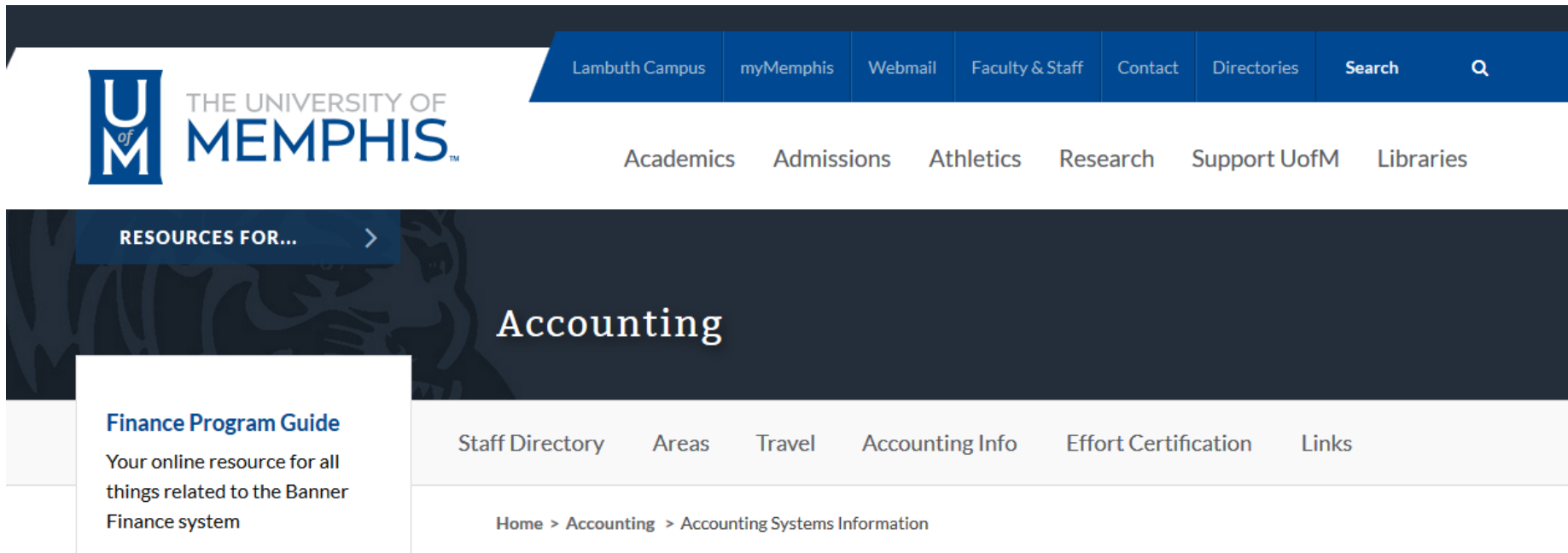


# What's New? / Who Knew? / What's Due?



# What's New?

## Accounting Information Page



The screenshot displays the Accounting Information Page on the University of Memphis website. At the top, the university's logo and name are on the left, while a navigation bar on the right contains links for Lambuth Campus, myMemphis, Webmail, Faculty & Staff, Contact, Directories, and a Search function. Below this, a secondary navigation bar lists various university departments. The main content area features a dark banner with the word 'Accounting' and a 'RESOURCES FOR...' link. A sidebar on the left provides a 'Finance Program Guide' with a description of its purpose. A horizontal menu below the banner offers links to the Staff Directory, Areas, Travel, Accounting Info, Effort Certification, and Links. At the bottom, a breadcrumb trail shows the path from Home to Accounting to the current page.

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RESOURCES FOR... >

### Accounting

**Finance Program Guide**  
Your online resource for all things related to the Banner Finance system

Staff Directory Areas Travel Accounting Info Effort Certification Links

Home > Accounting > Accounting Systems Information

<http://www.memphis.edu/accounting/accsys.php>



# What's New?

University Faculty, Staff, Students and Visitors – Effective 10/01/2018		
Standard In-State	Reimbursement Rate	
	Lodging	Per Diem
Level I Locations: Davidson County	\$179.00 per day + tax	\$61.00 Full Day  \$45.75 per day (75% of daily rate)
Level II Locations: Anderson County, Gatlinburg, Hamilton County/Chattanooga, Knox County/Knoxville, Shelby County/Memphis, Pigeon Forge, Sullivan County/Bristol & Kingsport, Williamson County/ Franklin, Montgomery County, Putnam County, Rutherford County, and Washington County (Includes Fall Creek Falls, Henry Horton, Montgomery Bell, Natchez Trace, Paris Landing, & Pickwick State Parks)	\$129.00 per day + tax	\$55.00 Full Day  \$41.25 per day (75% of daily rate)
Level III Locations: All other counties and cities not listed above.	\$94.00 per day + tax	\$55.00 Full Day  \$41.25 per day (75% of daily rate)
<u>Rate Exceeds Standard In-State</u> - Conference Hotel Rate (Convention brochure or conference hotel reservation form listing rate/plan must accompany travel claim)	Actual cost	Travel Rate Schedule
Standard Out-of-State Lodging		
All Locations Listed in <a href="#">CONUS</a>	<a href="#">CONUS Rates</a> + tax	Yes
All Locations Not Listed in <a href="#">CONUS</a>	\$94.00 per day + tax	\$55.00 per day (Full Day)  \$41.25 per day (75% of daily rate)
<u>Rate Exceeds CONUS</u> - Conference Hotel Rate (Convention brochure or conference hotel reservation form listing rate/plan must accompany travel claim)	Actual cost	Yes
Standard International Lodging		
All Locations	Actual expense	Yes

# Who Knew?

<i>Workshops</i>	<i>Date</i>
Budget Basics TBD	Tuesday, November 06, 2018 9:30 - 11:00 AM
Accounting Basics TBD	Wednesday, November 07, 2018 1:30 - 3:30 PM



# What's Due?

<i>Activity</i>	<i>Due Dates</i>
Summer Comp. Effort Report - If required, submit Salary Redistribution Form to Grants Accounting	Wednesday, October 17, 2018
Summer Comp. Effort Report	Wednesday, October 31, 2018
E-Print Financial Reports (June - October 2018)	Friday, November 09, 2018
October Over Expenditure Reports	Thursday, November 15, 2018

# **Next Focus on Finance**

**November 15, 2018**

**1:30 - 3:00 PM**

**Senate Chamber - UC 261**

- **Comments or suggestions?**  
Email: [bffin@memphis.edu](mailto:bffin@memphis.edu)
- **Focus on Finance website:**  
<http://memphis.edu/focusonfinance>