

ENHANCED LODGING BPC TRAINING

Presented By:
Sabrina Ritter and Memory
Buffington

BPC Staff

- ▣ Carla Bishop, Director of Purchasing
- ▣ Sabrina Ritter, Assistant Director of Accounts Payable
- ▣ Memory Buffington, Accountant III and BPC Coordinator
- ▣ Jody Schlup, Accountant I and BPC Administrator
- ▣ Julie Wilburn, Accountant I and BPC Auditor

Purpose of this training:

- ❑ To provide Individual BPC cardholders information on charging lodging related expenses to their BPC.

Allowable Lodging Expenses

- ❑ Room Rate
- ❑ Applicable Taxes and Fees
 - Occupancy Tax
 - Resort Tax
 - Bed Tax
 - Resort Fees
- ❑ Phone Calls (1-3 min call home)
- ❑ Parking (Self-Parking)
- ❑ Internet (Business Purpose)

Lodging Room Rates

- State Rates – FY12
 - See PPM Chapter 6410.120 for current FY rates
- Actual Conference Lodging

Location	Rate	150% Rate (Departmental Approval)
In-State (Border City)	\$81.00	\$121.50
Out-of-State	\$104.00	\$156.00
Out-of-State High Cost	\$151.00	\$226.50
Out-of-State Special High Cost	\$166.00	\$249.00
International	Actual	Actual
Conference Lodging	Actual	Actual

Enhanced Lodging BPC Reminders

- Meals
 - Room rate or registration
- Cross-reference BPC and Travel vouchers.
- Incidentals
 - Movies, room service, dry cleaning etc...
- If personal time is taken in conjunction with business, only the business related expenses are allowed to be charged to the card.

BPC Forms

We have 5 forms related to the BPC:

1. BPC Account Action Request Form
2. BPC Policies and Procedures Manual
3. BPC Dispute Form
4. BPC Excluded Purchases
5. BPC Cardholder Agreement (Sample)

You can find all BPC Forms on the Division of Financial Services' webpage at:

<http://www.k-state.edu/finsvcs/accounting/BPCForms.htm>

Reminders

- Please submit your statements and backup documentation to your accountants in a timely manner. The Division of Financial Services pays each statement within 10 days after the statement cuts off so we appreciate your department reimbursing us as soon as possible.
- All vouchers must be signed by the cardholder. If the cardholder is not available to sign the voucher, he/she can sign the receipts or the statement.

Reminders

- ▣ If you need your card opened because it is declined, please email the following information to Memory Buffington, Jody Schulp, and Sabrina Ritter:
 - Last 8-digits of your card, cardholder name
 - Vendor paying
 - Amount paying
 - Purpose of purchase
 - International purchase - provide country of purchase

- ▣ If you are at a store making a purchase and your card will not process the transaction, please contact us, via phone.

Q & A

THANK YOU FOR COMING

- ▣ Questions concerning BPC cards can be directed to Memory Buffington, BPC Coordinator, at 532-1839 or Sabrina Ritter, Assistant Director, at 532-1845.