

Business Office Training

Presented April 16, 2021





- Business Services Team
- Budget String and Chart of Accounts
- Colleague Screens and Budget Reports
- Budget Transfers and Expenditure Transfers
- Purchasing
- Contract for Services
- Accounts Payable
- Travel and Mileage
- Time & Effort and Timecard Reminders
- 2020-21 year-end reminders



<u>Function</u>	<u>Contact Person</u>
<u>Account Receivable/Campus Credit Cards</u>	<u>Lucy Trafton</u>
<u>Accounts Payable</u>	<u>Karen Martinez</u>
<u>Budget Revisions/Transfers - Non-grants</u>	<u>Paul Luciano & David Techaira</u>
<u>Budget Revisions/Transfers - Grants</u>	<u>Elizabeth Flores, Jennifer Santana & David Techaira</u>
<u>Cashiering and Student Accounts</u>	<u>Tina Summers & Blanca Amezola-Garcia</u>
<u>Expenditure Transfers - Non-grants</u>	<u>Paul Luciano & David Techaira</u>
<u>Expenditure Transfers – Grants</u>	<u>Elizabeth Flores, Jennifer Santana & David Techaira</u>
<u>Grants</u>	<u>Elizabeth Flores, Jennifer Santana & David Techaira</u>
<u>Mailroom</u>	<u>Adair McCall-Ortega</u>
<u>Payroll</u>	<u>Abel Del Real & Dora Sanchez</u>
<u>Petty Cash Reimbursements</u>	<u>Dora Sanchez, David Techaira</u>
<u>Purchasing</u>	<u>Joanne Ritter</u>
<u>Travel and Conference</u>	<u>Lucy Trafton and Julia Silveira</u>



Fund – Area – Location – TOP – Object **12-300-00-720000-56405**

Fund "12" = Restricted General Fund (Grants & Categorical Programs)

Area "300" = Academic Affairs

Location "00" = Main Campus

TOP "720000" = Instructional Support Block Grant

Object "56400" = Equipment over \$5,000

Chart of Accounts

http://www.hartnell.edu/sites/default/files/u88/chart_of_accounts_list.pdf

COMMON OBJECT (EXPENSE) CODES



51 Academic Salaries:

51100 = FT Teaching

51200 = FT Nonteaching

51310 = FT Teaching NIC

51311 = PT Teaching

51410 = FT Nonteaching NIC

51411 = PT Nonteaching

51412 = Nonteaching Special
Projects

52 Classified Salaries:

52105 = CSEA

52130 = Classified Management

52300 = Classified Overtime

52310 = FWS Student

52350 = Student Worker

52360 = Professional Expert

53 Benefits:

Teaching	Nonteaching	Description
53110	53120	STRS
53210	53220	PERS
53310	53320	OASDHI (FICA)
53330	53340	Medicare
53410	53420	Health & Welfare
53510	53520	SUI
53610	53620	Worker's Comp.

COMMON OBJECT (EXPENSE) CODES



HARTNELL COLLEGE

54 Supplies & Materials:

54300 = Supplies & Materials

55 Other Operating Exp. & Svs.:

55100 = Personal svc. contracts

55105 = Contract services

55125 = Training & seminars

55200 = Travel & conference

55240 = Field trips

55300 = Memberships

55309 = Subscriptions

55610 = Software Licenses

55630 = Printing inhouse

55635 = Printing services - vendor

55650 = Maintenance agreements

55830 = Advertising expense

56 Capital Outlay:

56300 = Library books

56341 = Online database services

56402 = Capital software

56400 = Equipment \$200-\$4,999

56405 = Equipment \$5,000 & up

57 Other Outgo:

57500 = Student FA payment

57510 = Student internship

57350 = Indirect costs

57552 = Student travel/meals

57600 = Other payments to/for students



Budget Reports:

[GLBS \(Detailed Budget Status Report\)](#)

[GLBR \(Year-to-date Budget Summary Report w/ Purchase Orders\)](#)

Inquiry Screens:

ACBL – GL Account Balance Inquiry

VENI - Vendor Activity Inquiry

PINQ - Purchase Order Inquiry

BINQ – Blanket PO Inquiry

Purchase Order Report:

PREG – Purchase Order Register

GLBR (SUMMARY) REPORT



07-08-18

Hartnell Community College District
Annual Budget Report Ending 06/30/18
Options - All Statuses

Page: 1

Fiscal Year: 2018

TOPS: 720000 - Block Grant - Funds Available

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	Avail
12-200-00-720000-55105 Block Grant - Fun	0.00	0.00	0.00	0.00	0.00	0.00
12-220-00-720000-55105 Block Grant - Fun	0.00	0.00	28,696.14	0.00	28,696.14-	0.00
<hr/>						
Totals for MAJOR.OBJECT: 55 - Other O	0.00	0.00	28,696.14	0.00	28,696.14-	0.00
<hr/>						
12-200-00-720000-56405 Block Grant - Fun	0.00	0.00	224.60	0.00	224.60-	0.00
12-220-00-720000-56405 Block Grant - Fun	0.00	0.00	13,628.90	0.00	13,628.90-	0.00
12-300-00-720000-56400 Block Grant - Fun	13,823.42	7,198.15	150,411.00	175,006.41	10,771.99	6.16
12-300-00-720000-56405 Block Grant - Fun	16,841.36	0.00	18,475.23	35,316.59	0.00	0.00
12-335-00-720000-56400 Block Grant - Fun	1,063.75	0.00	79,184.59	81,000.00	751.66	0.93
12-400-00-720000-56400 Block Grant - Fun	0.00	0.00	0.00	11,672.00	11,672.00	100.00
12-600-00-720000-56400 Block Grant - Fun	0.00	94,827.36	148,078.04	150,000.00	1,921.96	1.28
12-200-00-720000-56400 Block Grant - Fun	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>						
Totals for MAJOR.OBJECT: 56 - Capital	31,728.53	102,025.51	410,002.36	452,995.00	11,264.11	2.49
<hr/>						
Totals for GL.CLASS: 5 - Expenses	31,728.53	102,025.51	438,698.50	452,995.00	17,432.03-	3.84-
<hr/>						
Totals for TOPS: 720000 - Block Grant -	31,728.53	102,025.51	438,698.50	452,995.00	17,432.03-	3.84-

ACBL - ACCOUNT BALANCE INQUIRY



HARTNELL COLLEGE

ACBL: GL Account Balance Inquiry Search SEARCH RESULTS NAVIGATION FAVORITES

Ellucian
Colleague UI

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

ACBL - GL Account Balance Inquiry

GL Account : 12-300-00-720000-56405 GL Account Tag :
Net Asset Class :

Block Grant - Funds Available : Cap Equip - \$5,000 and Over

Fiscal Year 2018 Open

	Annual Amount	
Allocated Budget	35,316.54	
Actuals	18,475.23	
Encumbrances	16,841.36	
<hr/>		
Unencumbered Balance	0.00	
<hr/>		
Requisitions	0.00	
<hr/>		
Available Funds	0.00	

Budget Officer Not Assigned

VENI - VENDOR ACTIVITY INQUIRY



HARTNELL COLLEGE

VENI: Vendor Activity Inquiry Search SEARCH RESULTS NAVIGATION FAVORITES Logout

Ellucian Colleague UI

Office Depot 0000348 1 of 1

PO Box 70049 Phone: Birth Name: Where Used: COR, VEN, APP, FIN
 Los Angeles CA 90074-0049 Phone: ReunionClass: Entry Date: 06/15/99
 Email:

File Options Help Keep Context Open Save Save All Cancel Cancel All

VENI - Vendor Activity Inquiry

Requisitions Number Date Req YTD Count/Amount

Requisitions Number	Date	Req YTD	Count/Amount
1 5016870	07/19/18	92.55	Outstanding
2 5016859	07/17/18	16.81	Outstanding
		233	117,187.22

Purchase Orders Number Date Amount Status PO YTD Count/Amount

Purchase Orders Number	Date	Amount	Status	PO YTD	Count/Amount
1 B0014674	07/17/18	20,000.00	Outstanding		
2 B0014173	07/01/17	25,000.00	Outstanding		
3 B0013968	10/04/16	501.45	Closed		
4 B0013586	07/01/16	55,000.00	Closed		
5 B0013478	03/28/16	3,000.00	Closed		
		4,720			3,014,650.41

Vouchers Number Date Net Status Check No/Date

Vouchers Number	Date	Net	Status	Check No/Date
1 V0433829	06/28/18	67.72	Paid	12*0031098 07/03/18
2 V0434012	06/28/18	142.86	Paid	12*0031118 07/10/18
3 V0434019	06/28/18	177.85	Paid	12*0031118 07/10/18
4 V0434025	06/28/18	237.55	Paid	12*0031118 07/10/18

Controller Requisitions Value 1/233



PREG: Purchase Order Register Search SEARCH RESULTS NAVIGATION FAV

Ellucian Colleague UI

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

PREG - Purchase Order Register

Saved List Name

Ranges

	Begin	End
Report Dates	07/01/17	06/30/18
PO Number	<input type="text"/>	<input type="text"/>
Delivery Date	<input type="text"/>	<input type="text"/>
Requisition No	<input type="text"/>	<input type="text"/>
PO Amount	<input type="text"/>	<input type="text"/>
GL Account No	<input type="text"/>	<input type="text"/>

Non-Range Values

Vendors Include	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Vendors Exclude	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Buyers	1 <input type="text"/>	2 <input type="text"/>	Page 1 of 1	
Initiators	1 Mr. David Techaira	2 <input type="text"/>		
AP Types	1 <input type="text"/>	2 <input type="text"/>		
Status Include	1 A Accepted	2 O Outstanding		
Status Exclude	1 <input type="text"/>	2 <input type="text"/>		

Additional Selection Criteria

Generate Spreadsheet

PREG - PO Register Report



09 Jul 2018
00:05

PURCHASE ORDER REGISTER FOR 11MC Fund 11 Monterey Count Treasur
Period: 07/01/17 - 06/30/18

Page 1

Vendor ID	Name	PO Number	Date	Current PO Status			
Description	Sts Date	Quantity UI	Price	Tax	Total Ck/Vd Dt	Invoice Number	Voucher
0000348 Office Depot		P5013028	08/14/17	Outstanding			
Brother(R) T2e-231	Paid 09/26/17	2.000	18.9900		37.98 09/26/17	959502377001	V0410516
Black-On-White Tapes, 0.5	Inv 09/22/17						
x 26.2, Pack Of 2	Acc 09/18/17						
	Outs 08/14/17						
Zebra(R) Z-Grip(TM)	Paid 09/26/17	1.000	9.5900		9.59 09/26/17	959502377001	V0410516
Retractable Ballpoint	Inv 09/22/17						
Pens, Medium Point, 1.0	Acc 09/18/17						
mm, Clear Barrel, Black	Outs 08/14/17						
Ink, Pack Of 24							
Kleenex(R) Naturals	Paid 09/26/17	1.000	65.5500		65.55 09/26/17	959502377001	V0410516
Facial Tissue, 125 Sheets	Inv 09/22/17						
Per Box, Case Of 48 Boxes	Acc 09/18/17						
	Outs 08/14/17						
Paper Mate(R) Flair(R)	Paid 09/26/17	1.000	11.7900		11.79 09/26/17	959502377001	V0410516
Porous-Point Pens, Medium	Inv 09/22/17						
Point, 1.0 mm, Black	Acc 09/18/17						
Barrel, Black Ink, Pack	Outs 08/14/17						
Of 12							
Pentel EnerGel Needle Tip	Paid 09/26/17	1.000	3.4900		3.49 09/26/17	959502377001	V0410516
Liquid Gel Ink Pens -	Inv 09/22/17						
Fine Point Type - 0.5 mm	Acc 09/18/17						
Point Size - Needle Point	Outs 08/14/17						
Style - Refillable - Blue							
Gel-based Ink - Pearl							
White Stainless Steel							
Barrel - 1 Each							
Pacon(R) Original Foam	Paid 09/26/17	1.000	22.1900		22.19 09/26/17	959502377001	V0410516
Core Graphic Art Board,	Inv 09/22/17						
22 x 28, White, Carton Of	Acc 09/18/17						
5	Outs 08/14/17						
Tax	Outs 08/14/17	1.000	13.9200		13.92		

					164.51		

BUDGET TRANSFERS/REVISIONS (BT)



**HARTNELL COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Period Ending: 6/30/2018

REQUEST FOR: **Budget Revision** = Changes **between** major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. (Requires Board Approval)
 (Check One) **Budget Transfer** = Changes **within** major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT (Transfers In to Account Below)	CREDIT (Transfers Out of Account Below)	DESCRIPTION (28)	
12	300	00	720000	54300		5,000.00	To: 56400 equipment	
12	300	00	720000	56400	5,000.00		Fr: 54300 Supplies	
TOTAL					\$ 5,000.00	\$ 5,000.00	\$ -	TOTAL OF DEBITS AND CREDITS MUST EQUAL ZERO.

Explanation of Transfer Request: **To reallocate Block Grant budget from supplies to equipment to cover year-end expenses.**

Prepared By: **David Techaira** Date: **7/3/2018** Approved By: **Project Director** Date:

<i>Business Office Use Only</i>							
Grants Manager:		Date:		Controller:		Date:	
Budget Entry (BE) No.:		BE Post Date:	6/30/2018	Posted By:		Date:	

EXPENDITURE TRANSFERS (ET)



HARTNELL COMMUNITY COLLEGE DISTRICT EXPENDITURE TRANSFER REQUEST

6/30/2021

< use drop down menu

REQUEST FOR: Expenditure Transfer = Adjustment/Transfer of actual expenditure(s).

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT	CREDIT	DESCRIPTION (28 characters only - posts to datatel)
					(Transfers expense TO Account Below)	(Transfers expense OUT of Account Below)	
11	210	00	672020	55125		500.00	David V123456 to: 675000
11	210	00	675000	55125	500.00		David V123456 fr: 672020
11	210	00	672010	55200	100.00		6/30/21 Bus. Office Meeting
52	230	00	000000	48884		100.00	Inv. No. 6.30.21.David
TOTAL					\$ 600.00	\$ 600.00	

Explanation: Example 1: To transfer training expense to correct budget
Example 2: To pay food service invoice

Prepared By: **David Techaira** Date: _____ Approved By: **Budget Manager** Date: _____

Business Office Use Only

Grants Manager: _____ Date: _____ Controller: _____ Date: _____

Journal Entry (JE) _____ JE Post Date: _____ Posted By: _____ Date: _____



All expenditure transfers and budget transfers must include a GLBS (Colleague Detail) report.



Purchasing



- Vendors
- Purchase Requisitions
- Bidding Procedures Matrix
- Support Documentation
- Purchase Orders (Blanket PO or Regular PO)
- Receiving
- Printing Services:
 - ✓ **Casey Printing**
 - ✓ **Office Depot**



- Before conducting business with any vendor, there must be an established vendor record.
- Use “VEIN” or “VENI” in Colleague to determine if the vendor is in our database, or contact Purchasing.
- Forms and Guidelines regarding vendor information are located on the Purchasing website under “Forms” and “Reference & Training Materials”.
- For new vendors, submit the Vendor Information Form to the vendor at least two weeks before initiating a purchase requisition or check request.

(NOTE: The Foundation operates independently from the College; their vendors are not necessarily our vendors.)



Any company or individual that Hartnell intends to do business with for the first time is a new vendor.

Required Documentation:

- Vendor Information Form (all vendors)
 - communicates our document requirements
 - requests information beyond what the W-9 provides
 - notations for documents received, vendor codes, and prequalification/SAM
- Business License (vendors providing services)
- Certificate of Insurance (vendors providing services on district property; catering)

SAM searches (liability).

Only when all required documents have been received and a qualifying search from SAM is obtained will a vendor record be created. Business should not be transacted with a new vendor until you receive a Vendor#.



Requisitions for Purchase Orders are required for:

- Tangible Goods
- Services (*except* entertainment/speakers)
- Food/Catering Services

Purchase Orders must be created before placing orders for goods or services.



Any source material detailing or explaining what is being requested:

- Quote/Proposal/Estimate/etc.
- Website Screen Print or Shopping Cart
- Catalog
- Invoice

Support documentation must accompany the request - attached electronically in Mercury Commerce or physically to the Purchase Requisition form.

(NOTE: If the support document is an invoice, it is for Purchasing and is used to evaluate the request; a copy still needs to be submitted to A/P for payment purposes.)



- Blanket POs are for multiple payments to the same vendor throughout the fiscal year for a single project/service, or for undefinable goods purchases.

Example: *A service contract for quarterly maintenance.*

- Blanket POs are requested using the Purchase Requisition form (not through Mercury Commerce) and processed directly in Colleague.

Purchase Requisition forms may be obtained from Purchasing or the Business Office.

- Approval logic is the same as Mercury Commerce; approval signatures must be obtained on the Requisition Form.

Signature Guidelines can be found on the Purchasing website.



Purchase Orders (or regular POs) are for defined purchases and are valid for one use only. Product, quantities and unit pricing are known, and are listed as line items on the PO when the request is converted.

Requests for Purchase Orders (regular POs) are processed through Mercury Commerce.

There are some exceptions to using a Purchase Order:

See Check Request & Credit Card Guidelines

Receiving needs to occur before an invoice can be paid.

This task is primarily done by the warehouse, however not everything is handled by the warehouse. Services, and any goods that bypass the warehouse (such as deliveries direct to Alisal or King City), need to be received by the department/requester.

- **Mercury Commerce (regular POs):**
Use the Receive tab.

Receiving and Closing are NOT the same - Depts receive; Purchasing closes.

- **Colleague (Blanket POs):**
Send the invoice with payment authorization to Accounts Payable.
- **Colleague (regular POs):**
Warehouse has access and should do the receiving.



Initial Receiving Screen in Mercury Commerce

Joanne Ritter for Hartnell College

mercurycommerce[®] user preferences help exit

easyPurchase

cart/requisition approval purchase orders **receive** system settings

receive | reports | transaction status

Receive Purchase Order

Instructions:

- Enter the PO Number from the shipping documentation or enter a requisition number or select a vendor and/or a shipping location.
- Click the Submit button to proceed.

Required Input

Purchase Order Number:

OR

Cart/Requisition Number:

OR

Vendor Name:

Ship To Location:

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easyTouch Navigation™ - For assistance please contact Joanne Ritter at 831-770-8129, or e-mail to [Ritter@hartnell.edu](mailto: Ritter@hartnell.edu)

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Outstanding (un-received) Purchase Order

Joanne Ritter for Hartnell College

mercurycommerce[®]
user preferences help exit

easyPurchase

[cart/requisition](#) |
 [approval](#) |
 [purchase orders](#) |
 receive |
 [system settings](#)

[receive](#) |
 [reports](#) |
 [transaction status](#)

Receive Purchase Order

Purchase Order: 5004925

Vendor: [Office Depot](#)

Ship To: Purchasing

Internal Notes:

Receive All Open Items:
 Close All Line Items:
 Update All Rec'd By:
 Sort Option:

Product Description	Vendor's Item Number	PO Qty	UOM	Received Qty	Cart/Req #	Requestor / Deliver To	Received By	Notes	Close Item
Office Depot Catalog 2011 [more info]	696-669	1	Each	<input type="text"/>	5005960	jritter / Ritter, Joanne	<input type="text" value="Ritter, Joanne"/>		<input type="checkbox"/>

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Purchase Order with receiving data

Joanne Ritter for Hartnell College mercurycommerce™

easyPurchase user preferences help exit

[cart/requisition](#)
[approval](#)
[purchase orders](#)
[receive](#)
[system settings](#)

[receive](#) | [reports](#) | [transaction status](#)

Receive Purchase Order

Receiving information for Purchase Order 5004925 has been submitted.

Purchase Order: 5004925

Vendor: [Office Depot](#)

Ship To: Purchasing

Internal Notes:

Receive All Open Items:
 Close All Line Items:
 Update All Rec'd By:
 Sort Option:

Product Description	Vendor's Item Number	PO Qty	UOM	Received Qty	Cart/Req #	Requestor / Deliver To	Received By	Notes	Remove	Close Item
Office Depot Catalog 2011 [more info]	696-669	1	Each		5005960	jritter / Ritter, Joanne	<input type="text" value="Ritter, Joanne"/>		<input type="checkbox"/>	1/23/2012
1 - 1/23/2012 - jritter / Ritter, Joanne										

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Purchase Order without receiving data

Joanne Ritter for Hartnell College mercurycommerce®

easyPurchase user preferences help exit

[cart/requisition](#) |
 [approval](#) |
 [purchase orders](#) |
 receive |
 [system settings](#)

[receive](#) |
 [reports](#) |
 [transaction status](#)

Receive Purchase Order

Receiving information for Purchase Order 5004925 has been submitted.

Purchase Order: 5004925

Vendor: [Office Depot](#)

Ship To: Purchasing

Internal Notes:

Receive All Open Items:
 Close All Line Items:
 Update All Rec'd By:
 Sort Option:

Product Description	Vendor's Item Number	PO Qty	UOM	Received Qty	Cart/Req #	Requestor / Deliver To	Received By	Notes	Remove	Close Item
Office Depot Catalog 2011 [more info]	696-669	1	Each		5005960	jritter / Ritter, Joanne	Ritter, Joanne		<input type="checkbox"/>	1/23/2012

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Casey Printing

For printed materials that use the Hartnell College logo - primarily items such as business cards, letterhead stationery and envelopes.

We have a rep with Casey who assists users with account set up and site navigation.

Office Depot

For print jobs that aren't easily accommodated by the on-site copier machines, or for jobs that require finishing/binding that isn't available with the on-site copier machines.

*We use <https://business.officedepot.com> which requires a login account for each user.
Purchasing manages these accounts.*

(NOTE: Supplies from Office Depot are not ordered here - use Mercury Commerce.)



- The [Agreement/Contract Template](#) can be found on the Business Office web page and must be accompanied by a [Tracking Sheet](#) and [Vendor Information Form](#).
- Plan ahead – the approval process takes time. All PSAs/contracts must be signed by the President of the college *BEFORE* services commence.
- The Board of Trustees must approve the contract before the President signs and *BEFORE* services commence.



Once the Contract for Services is fully executed, payment options are as follows:

For one-time services, submit the vendor invoice on a Check Request with appropriate signatures.

For ongoing services, set up a Blanket Purchase Order. Submit approved vendor invoices referencing the BPO number.



Accounts Payable



- Dues
- Subscriptions
- Reimbursements
- Conference Registrations
- Travel (ALL - includes hotels, airfare, car rentals, etc...)
- Guest Speakers
- Student Stipends



The Business Office has a college credit card to use for the following:

- Virtual conference registration
- Purchases in which the vendor does not accept payment by check or a purchase order.
- Send Completed [Credit Card Request](#) form to Lucy.



- All vendors need to be directed to send invoices directly to accountspayable@hartnell.edu.
- If you receive invoices in your department, please forward to the Business Office as soon as possible.
- Reimbursements are an exception to the purchasing policy.
- 1-2 week turnaround for check requests.
- Use purchase orders and reference PO # wherever possible.



- Check your budget balances! Requests with insufficient funds will be returned to the department via campus mail.
 - *Use Colleague screen "ACBL" for account snapshot.
- Reimbursement and vendor checks will be mailed out.
- Student stipends must have a [Non-Service Stipend Contract Agreement](#) completed and a student roster attached to the Check Request form (include ID#s, names, addresses, amount to be paid).
- Invoices must be signed by the budget or program manager.
- All food purchases must have a completed [5 W's](#) form.

AP: Gift Card Disbursement



HARTNELL COLLEGE

**Hartnell Community College District
Gift Card Disbursement Tracking Sheet**

Total # of Gift Cards Purchased _____ - _____ Total \$ Amount of Gift Cards Purchased \$ _____ - _____

	Recipient's Name	Employee/Student/ Participant ID Number or Last 4 Digits of SSN	Date of Disbursement	Amount of Gift Card	Gift Card Number	Recipient's Initials/Signature
1				\$ -		
2				\$ -		
3				\$ -		
4				\$ -		
5				\$ -		
6				\$ -		
7				\$ -		
8				\$ -		
9				\$ -		
10				\$ -		
11				\$ -		
12				\$ -		
13				\$ -		
14				\$ -		
15				\$ -		
16				\$ -		
17				\$ -		
18				\$ -		
19				\$ -		
20				\$ -		
Total Amount Disbursed				\$ -		
Budget/Program Manager's Signature: _____			Date: _____			



TRAVEL AND MILEAGE



Non-Essential Employee Travel is Discontinued

Because of statewide and nationwide restrictions on public gatherings, the college assumes that all upcoming conferences are already cancelled. Effective immediately, all non-essential employee travel outside of the Hartnell Community College District or the remainder of Monterey County is prohibited.



- All conference and travel expenses should be pre-approved by appropriate administrators **45 days in advance** of travel dates.
- Use a [Travel Authorization](#) form to propose a travel/conference expenditure.
- Please refer to Hartnell [Travel Guidelines](#) for full travel details
- Out of state travel must be pre-approved by the President/Superintendent.



- No Travel Authorization is required; however, your supervisor may require prior approval to attend.
- Upon approval, registration may be made by the departmental assistant, attendee, or the traveler.
- When payment requires payment by credit card, prepare a [Credit Card Request](#) form. (Event registration that may be paid by check requires a Check Request form.)
- Event registration must be done outside of Concur.
- Please refer to the [Hartnell Travel Policy & Guidelines](#) web page for full guidelines.



All Hartnell travel expenses should fall within the dollar limits stated by the U.S. General Services Administration (GSA). These rates, often referred to as CONUS (Continental United States) rates vary by location. Some fund sources (grants) require that travel expenses not exceed those found in CONUS.

We recommend that you attach the per diem rates for the city of travel to your conference request in order for your Dean/Administrator to verify that the expenses in each area (hotel, meals, etc.) do not exceed the CONUS per diems.

<http://www.gsa.gov>



- Traveler will receive a “Travel Expense Claim Form.”
- Attach original ITEMIZED receipts (no credit card summary slips) and obtain administrative signature(s) on the form.
- Send completed “Travel Expense Claim Form” to the Business Office for payment processing.



The College will reimburse employees for the use of their personal vehicle used for District business. California law requires that each person have automobile liability coverage on his or her personal automobiles. The school district will **NOT** provide insurance coverage to cover damage or loss to an employee's car.

The Business Office will also need a DMV driving record on file for the employee before they are allowed to drive for district business. Contact Julia Silveira.


Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business.

[**Mileage Reimbursement Form**](#)



[Time & Effort](#) forms must be completed for all federal grant employees.

Make sure the correct "Position ID" is used on timesheets.



HARTNELL COMMUNITY COLLEGE DISTRICT
STUDENT, WORK-STUDY, AND CLASSIFIED HOURLY TIMESHEET
FOR CURRENT PAY PERIOD ___/11/___ TO ___/10/___

HARTNELL COLLEGE

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Employee Name Datatel ID # Position ID

Classified Hourly Student Hourly Work-Study Student

MONTH:

DATE	REG. HOURS	PAID OT HOURS	Office Use
11			

MONTH:

DATE	REG. HOURS	PAID OT HOURS	Office Use
01			



- New purchase orders/requisitions due 4/30/21.
- New Office Depot orders due 5/28/21.
- Use existing POs by 5/28/21.
- Run budget reports and review encumbrances by 6/30/21.
- Cash receipts due 6/18/21
- Timecard entry open 6/30/21 (for 6/11 to 6/30/21 time period).
- Timecard entry closes 7/6/2021 (for 6/11 to 6/30/21 time period).
- Timecard entry open 7/12/21 (for 7/1 to 7/10/21 time period).
- Timecard entry closes 7/15/21 (for 7/1 to 7/10/21 time period).
- Invoices, check requests, and reimbursements due 7/9/21.
- Expenditure and Budget Transfers due 7/9/21.
- Time & Effort Certifications (federal employees) due 7/9/21.

QUESTIONS?



HARTNELL COLLEGE

THANK YOU!