

## **2024 Year End Presentation – Accounts Payable & Construction Questions & Answers**

1. When can travelers claim tips in their Expense Reports.
  - a. Tips can be claimed for trips on or after July 16, 2024. Please refer to the Travel Policy for details on what type of tips and amounts are allowed.
2. Can we purchase travel expenses prior to the INFORMS approval?
  - a. Travel related expenses can be purchased once the Travel Authorization is in the Central Finance que. In other words, after all approvals are obtained , except for the Central Finance approval.
3. Does the following statement apply to Petty Cash? If sales taxes were charged, please try to get reimbursed or provide proper documentation as support as to efforts employed.
  - a. It is recommended for employees to attempt to have sales tax waived, but we understand business may not accept the exemption unless the purchase is being made with a check or card clearly indicating the name matching the sales tax certificate (Miami-Dade County). Therefore, we do not require such documentation for petty-cash purchases.
4. TERs Deadline 9/20 - I have a travel that doesn't end until 9/22. How should I proceed?
  - a. Travels in FY24 where Expense Reports were not finalized should be reviewed to determine if any accruals are needed. Note that the only expenses to accrue would be those paid for by the traveler, where they are due a reimbursement.