

**General information:**

Purchases, payments, reimbursements when a personal credit card is used, and travel reimbursements must all go through the department OSA. The OSA will communicate with FinServices.

Department/Center	OSA
Berkley Child & Family Development Center	Monica Houston
Dean's Office	Katherine Hawk
Educational Leadership, Policy and Foundations	Nancy White
Institute for Urban Education	Nisha Adhikari
Psychology & Counseling	Kathleen Chartrand
Social Work	Heidi Updike
Student Services	Katherine Hawk
Urban Education Research Center	Nancy White
Teacher Education and Curriculum Studies	Connie Fischer

No purchase or payment using a 0000, 2000, or 0020 account is allowed without a pre-approval email from FinServices.

When emailing FinServices for pre-approval, include all details related to the purchase/payment. If you are forwarding the request from someone else, provide a summary of details. Do not simply attach items to the message to be deciphered by the FinServices team. Necessary items to be included in the body of the email are:

- details of the purchase (what and why; if you have a link to the product being purchased, include that as well)
- total amount of the purchase
- Mocode and PS\* account to be used

*\*If you are unsure of what PS account to use, one will be provided with the approval. You must use this PS account.*

Providing these details up front in the email means less time spent sending emails back and forth to try and find out the details. It is your responsibility to clearly communicate the needs of your department and faculty to FinServices, so be sure to collect all information from your Chair/faculty ahead of time.

Attach all documentation that is relevant to the purchase. Special things to consider:

- If you are requesting payment for a membership, attach a benefit statement
- If you are requesting per diem or mileage reimbursement for a trip, include a conference agenda (individual meal receipts are not needed if per diem is being requested)

Some items require approval from other units at UMKC. These items include, but are not limited to:

- computer hardware/software
- branding and marketing items with the UMKC and/or SESPWS logo
- items that require Facilities involvement (i.e., items to be mounted to walls)

If you are not sure if an additional approval is needed, [email FinServices](#). Both the budget manager (Debbie) and the transaction team member (Gathel) are reviewing your requests and will help ensure proper UMKC policies and procedures are followed. **Attempting to purchase such items without going through FinServices first will result in the Department having to pay for items that cannot ultimately be used.**

If information is missing from the email to Fin Services, it will result in a delay in approval. Please make sure all relevant information is included.

#### **Information specific to travel:**

System travel approval **is required prior** to travel. Faculty/staff must continue to get supervisor approval using the [travel.umkc.edu](http://travel.umkc.edu) system.

Fiscal (FinServices) approval **is not required prior** to travel. It **is** required before the OSA submits anything for payment/reimbursement.

Travel expenses such as airfare, hotel and conference registration often occur before travel so it is normal that those are on a OneCard and will need to be paid prior to travel. When you submit those expenses in the email to FinServices, provide the following information:

- details of the purchase (who, what and why)
- System-approved travel authorization (should be provided by faculty member)
- receipts related to the item(s) you are paying (airfare, hotel, conference registration)
- total amount of the purchase to date
- Mocode and PS\* account to be used

When the individual returns from the trip, they need to submit the rest of the receipts to you within 7 business days of their return. Once you have those, you will send the following to FinServices:

- details of the purchase (who, what and why)
- System-approved travel authorization (should be provided by faculty member)
- receipts related to the item(s) you are paying that were not already paid/reimbursed
  - if per diem and/or mileage are claimed, provide a conference agenda (attachment or link)
- total amount of the purchase (final amount inclusive of all expenses)
- Mocode and PS\* account to be used

You may copy necessary information from previous emails into new conversations with FinServices; do not refer to previous emails when submitting additional expenses related to a trip. As several messages may have been exchanged, this significantly slows down the process.

*Note about regular/semi-regular monthly travel: Travel reimbursements for monthly travel that is necessary as part of a faculty or staff member's job duties **do not** require pre-approval from FinServices, but they **do** require approval before reimbursements can be paid. The monthly travel reimbursements need to be submitted to the OSA who will obtain an approval email from Fin Services. That approval must be attached when the request is submitted in Peoplesoft.*

**What to do after receiving approval for any item, including travel reimbursements:**

You are now able to proceed with submitting your request in Peoplesoft. It is critical that you attach the approval email from FinServices in Peoplesoft. Failure to do so will result in the payment not being processed and the submission will be returned to you for correction.

If you submit something in Peoplesoft **before** receiving the approval email, the submission will be returned to you and you must contact FinServices for approval. If the pre-approval process is not followed, it slows down the process and results in a delay.