

General Accounting Information for Student Groups

Documentation of Expenses:

There are many different ways of providing payment for goods and services. Because of that, there are different things that are needed to properly document expenses before payments or reimbursements can be issued.

*****The standing rule on all payments or reimbursements is that original itemized receipts must be turned in.*****

Procurement card (P-card):

Only employees of Duke are allowed to be set up with procurement cards. If a student group needs an expense paid by p-card, please first check to see if the vendor can accept Master Card and then provide as much advance notification to the Office of Student Affairs as possible. Because of spending limits placed on p-cards, if an expense is greater than \$2,000, please provide at least once week's notice, with the vendor's name, reason for the expense, and total amount due (including all taxes and service fees.)

After the expense has been processed to a p-card, *the student group who originated the expense is responsible for turning in all original receipts and writing out an explanation of the expense on a reimbursement form.* If a student group fails to turn in or loses the original receipts for an expense that was processed to a p-card, that group will lose the ability to have all non travel expenses processed to a p-card for the remainder of the academic year. If a student group fails to turn in more than one original receipt for an expense paid by a p-card, that group will lose all ability to process **any** expense to a p-card for the remainder of the academic year.

Accounts Payable Check Requests:

These types of payments are meant for payment of goods and services, where the recipient is not associated with Duke (i.e. guest speakers and vendors who do not accept MC). Because these checks take a minimum of two weeks time to turn around, please plan ahead if the recipient requires payment on the date of service. If a check is to be written to individual, for services such as a DJ or speaker fees, the social security number of the individual who is to be paid must be provided with an invoice for services. For checks that can be delivered to the payee after the date of an event, please get a mailing address for the check to be mailed to.

Expenses Paid by Students:

When students pay for expenses related to a student group's activities, which have been approved by the treasurer for payment, the first step in being paid back for the expense is keeping track of all original receipts from the expense. Once the student has organized all receipts, they need to complete and sign a reimbursement form, which they will then turn into the treasurer of their student group. After the treasurer signs off on the expense, the paperwork should be turned into the Office of Student Affairs, in Room 2007, who files the paperwork with the Duke to have a reimbursement issues. Those students who have been employed by Duke (i.e. Research Assistant) will have their checks direct deposited to their checking accounts and all other students will receive live checks cuts that can be picked up from the Bursar Office, at 705 Broad Street.

Expenses Paid by Personal Checks:

Student groups sometimes need to write personal checks for an expense where a receipt might not be given, such as a registration fee. To document that the expense was paid, the student who incurred that expense will need to complete a reimbursement form on the expense, attach paper documentation about the expense, provide the voided check or a copy of the cleared check's front and back, which is available through most all online banking services, and turn this paperwork into the student group's treasurer. After the treasurer signs off on the expense, the paperwork should be turned into the Office of Student Affairs, in Room 2007, who files the paperwork with the Duke to have a reimbursement issues. Those students who have been employed by Duke (i.e. Research Assistant) will have their checks direct deposited to their checking accounts and all other students will receive live checks cuts that can be picked up from the Bursar Office at 705 Broad Street.

Missing Receipts for Expenses Paid by Student:

If a student loses a receipt for an expense that they paid out of pocket, the student who lost the receipt should immediately notify the student group the expense was made under. After that, the student who incurred the expense is responsible for contacting the vendor where the transaction was made to see if they can have a duplicate copy of the receipt provided to them. If after an attempt to recover is made, the student must seek approval of the expense through their treasurer using a bank or credit card statements as proof of the transaction and a missing receipt form must be completed in the Office of Student Affairs, before the reimbursement paperwork can be turned in.

Guest Speakers:

If you bring in an outside speaker the following information applies.

Travel:

If the speaker would like their expenses for travel covered up front, you can work with the Office of Student Affairs to have travel and lodging pre-paid using a University procurement card, after you have received approval from your Treasurer. If the speaker would like to make their own flights and be reimbursed after their travel, please obtain a mailing address for the reimbursement check to be mailed to.

Things to make the speaker aware of when coordinating travel:

- 1) When purchasing airfare, coach or economy class tickets should be booked.
- 2) Only the room rate and taxes will be pre-paid for hotels, when the hotel has been arranged to pay with a p-card through the Office of Student Affairs. After the room cost and taxes, the speaker is responsible for all other expenses incurred on the room (i.e. long distance calls, mini bar, movies, etc).
- 3) If a student group wishes to cover meal expenses incurred by a speaker they should clarify covered expenses in advance of the guest's arrival and reimbursement on those expenses will occur after the visit, using the original itemized receipts provided by the speaker.
- 4) If the speaker is flying to Durham for their appearance, and the cost of the flight is being covered by the student organization, please ask the speaker to keep boarding passes. For University accounting purposes, boarding passes are proof that a person was on a flight.

Honorarium:

As a general practice, speaker honorariums are not provided. For special situations, honorariums can be requested, but approval must be given by the Office of Student Affairs prior to speaker notification.

Outside Sponsorship of Student Groups:

All sponsorship checks received from outside sources must be processed through the University in accordance with University accounting procedures. When you receive such a check, please bring it to the Office of Student Affairs, room 2007, with any accompanying documentation from the sponsor. If you have the name of the contact who sponsorship was arranged through, please note that when you turn in the check, so the letter of recognition can be addressed to that person.

If you would like a secure mailing address to provide sponsors to mail checks to, you can have the sponsorship checks sent to:

Office of Student Affairs
Duke University School of Law
Towerview Road & Science Drive; Box 90376
Durham, NC 27708-0376

Gifts:

It is understood that your student organization may want to provide a token of thanks to visiting speakers or special guests. However, there are guidelines that you must stay within when these transactions process through the University.

- 1) Monetary awards such as gift certificates, gift cards, gift coupons, vouchers, and saving bonds are considered "cash equivalents." Gifts of this nature, processed from student group funds, are **highly discouraged**, because of the transaction processing costs and additional financial implications for both the department and the recipient. (Translation: Giving such a gift will require that the recipient must provide their social security number, so the cost of the "cash equivalents" can be reported to the IRS for gift taxes or the student group has to "gross up" the amount charged to their account to cover the gift taxes. No matter which way you look at it, "cash equivalent" gifts are not worth the purchase price.)
- 2) Gifts and awards of non monetary awards (example: cups, mugs, turkey, caps, and shirts) are generally considered non-taxable to the recipient unless the approximate Fair Market Value is clearly \$100.00.
- 3) While faculty and staff like to receive recognition for a job well done, if you would like to give a faculty or staff member an award or token of appreciation from your student group funds, it must be approved in advance by a Dean, Director or Department Head. "Cash equivalent" items should not be given to faculty or staff, if the money is coming from student funding, because of existing Duke Law Policies against such gifts and the resulting gift taxes on purchases.