

TO: Principal Investigators and Account Holders

FROM: Kristin Gifford, Director of Finance and Accounting *KG*

RE: 2020 Mileage Rates and A/P Activities

Dear all,

In our continuing efforts to simplify processes and serve you better, I am sharing these reminders with you relating to accounts payable activities.

MILEAGE RATES

The 2020 mileage rate decreased \$.05 from 2019. The new mileage rate for the calendar year (for all mileage submissions based on date of travel, not submission date) is 57.5 cents per mile.

INVOICE DUE DATES

In order to pay vendors on time, we pay invoices based on the due date. Therefore, if an invoice has a due date listed, or terms listed (net 15, net 30), we pay based on that. If an invoice does not include a due date, it is paid in the next payment run after it is received.

ELECTRONIC SIGNATURES

SJSU has officially designated DocuSign as the only approved method for electronic signatures. Therefore, we can only accept DocuSign electronic signatures. (If Adobe is used, unfortunately the document will have to be returned.)

ELECTRONIC SUBMISSIONS

We encourage you to submit invoices, expense reimbursement requests, and travel reimbursement requests electronically. A few reminders:

- For reimbursements, please be sure that all receipts are complete (no missing pages), and that the transaction dates are legible.
- Please send a separate email for each requisition.
- Please include the vendor's name in the email (or use the vendor's name to name the scanned file).
- Please include your OSP manager's name in the email.

PER DIEM

All federal agencies require that we use U.S. General Services Administration (GSA) per diem rates. If you are using per diem rates for your travel instead of turning in original receipts, please be sure to attach the GSA rate to your reimbursement request. The GSA rates are available at this link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

TRAVEL EXPENSES AND ADVANCES

Travel expense reports are due within **15 days of completed travel**. Also, IRS regulations dictate that travel advances that are not reconciled within 60 days are considered **taxable wages** and can be added to W-2 wages. To avoid this, please submit your travel reimbursement requests on time. PLEASE NOTE: SJSU and CSU document retention policies also require that we store the original travel receipts, so once your receipts are submitted electronically, please follow up by sending us the originals. ALSO: if you received a travel advance and did not spend it all, please attach a check for the leftover amount with a copy of your expense report. We appreciate it!

Thank you, please let me know if you have any questions.

Kristin