

# Q-Tips for August 2015

After attending the meeting for Navigating Financial Guidelines for 4-H & Master Gardener Groups at the LRSO, I wanted to include a couple of reminders from that meeting:

---

- Travel Expenses: Do not write a county check for travel expenses.

Travel cannot be paid directly from the county depository account. While county depository account funds may be used (fund number 13823), all UACES travel policies must be followed.

Note: If reimbursement is required for a non-Extension employee, the TRAV-229 Travel Authorization for Non-Extension Employees and Guests must be completed and submitted PRIOR to travel, pursuant to UACES travel policy.

- Meals: FIN-214 is required.

Furnishing Meals or Refreshments for an educational event is an allowable expenditure from the depository account and may be paid through the requisition/PO/invoice process, a personal reimbursement, CES p-card, or county check. Regardless of the payment method for meals/refreshments for an educational event, an itemized meal receipt is always required and an approved FIN-214 must accompany the itemized receipt (remember that any gratuity, regardless of description, cannot exceed 15% of the total bill). If reimbursement is with a county check, a FIN-214 signed by the staff chair must be attached to the check copy with the itemized receipt. These forms are to be kept in the county office in the appropriate monthly Quicken file. Note: If the county check for reimbursement is made payable to the staff chair, the FIN-214 must be signed by the District Director.

- The Financial Services webpage provides several resources should you have a question or need guidance:

Financial Services: <http://www.uaex.edu/support-units/financial-services/>

Quicken Procedures Manual: <http://www.uaex.edu/support-units/financial-services/docs/Quicken%20Procedures%20Manual%20Summer%202015.pdf>

C.E.S.P. 15-3: Managing County Financial Transactions: <http://www.uaex.edu/extension-policies/system-management/financial-guidelines/cesp15-3.aspx>

Spending Guidelines: <http://www.uaex.edu/support-units/financial-services/docs/Spending%20Guidelines%20PDF.pdf>

Financial Guidelines for 4-H & Master Gardener Groups: <http://www.uaex.edu/extension-policies/system-management/financial-guidelines/docs/Financial%20Guidelines%20for%204-H%20and%20Master%20Gardeners.pdf>

- One last reminder, funds associated with the Arkansas Extension Homemakers Council (AEHC) should not be deposited in the county depository account. The AEHC is a separate legal entity and has its own management and operational guidelines.