Effective Date: April 1, 2009
Supersedes: Procedure 1.16 dated September 15, 2002
Applies To: System Office and Colleges
Procedure Responsibility: System Office of Business Services

Direct Billing or Procurement Card Purchase of Accommodations or Meals

Section 1.16.1 – General
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Section 1.16.1 – General

It is the practice of KCTCS not to pay in advance for any goods and services. It is also the practice of KCTCS not to pay in advance for accommodations or meals for employees on travel status. However, in situations of special circumstance, the KCTCS System Director of Business Services can approve exceptions to this practice.

Section 1.16.2 – Accommodations for the Board of Regents

A representative of the KCTCS President's Office may either direct bill or prepay the accommodation charge for members of the board and official guests. Only the payment of accommodations is approved. Meals, telephone calls, room service and/or movies or any other services are not allowable expenses for direct billing.

Section 1.16.3 – Accommodations for College Guests

A. A college may either direct bill or prepay the accommodation charge using a level III procurement card for a college guest who is not receiving any additional compensation from KCTCS. Additional compensation is defined as someone who is charging KCTCS a fee, or is receiving an honorarium. Refer to business procedure 3.15 for additional information. Only accommodations are approved. Room service, meals and telephone calls or other services are not allowable expenses for direct billing or prepayment.

B. The accommodations for Accreditation Teams can be prepaid via the procurement card or direct billed by the college. Only accommodations are approved for direct billing or prepayment. Meals, telephone calls, room service or other services are not allowable expenses for direct billing or prepayment. Refer to Business Procedures 1.14 and 8.1 for additional information.

Section 1.16.4 – Accommodations for KCTCS Professional Development Events

A. The event coordinator may request the KCTCS System Director of Business Services to approve direct billing or procurement card advance payment for employees.

B. The KCTCS System Director of Business Services may grant approval subject to the following conditions.

1. The lodging must be charged to one chartstring.
2. The event coordinator collects and audits the travel vouchers from each employee attending, ensuring that accommodations are not included on the voucher.
3. The local event coordinator must forward the travel vouchers the local college Business Office who will review and forward the vouchers to KCTCS Accounts Payable. If the event is coordinated by System Office personnel then the event coordinator shall forward the vouchers directly to KCTCS Accounts Payable.
4. Account 50111 for in-state events should be used and 50121 for out of state events should be used.

Section 1.16.5 – Meals for KCTCS Professional Development Events

A. The event coordinator may request the KCTCS System Director of Business Services to approve direct billing or procurement card advance payment. The event must comply with the requirements of business procedures 1.13 and 1.18.

B. The KCTCS System Director of Business Services may grant approval subject to the following conditions.

1. The meal must be charged to one chartstring.
2. A completed *Working Meal for Employees Report* (BA50) must be attached to either the check request or procurement card receipt.
3. The organizer or coordinator of the meeting must provide notification of the meal for any employee participating in the meeting that is on travel status by attaching a list of such employees to the *Working Meal for Employees Report* (BA50). This list must include at a minimum the employee's name and work location.

C. The amount paid per meal cannot exceed the meal allowances specified in Business Procedure 8.17.B without written approval of the KCTCS System Director of Business Services. Meals for these events must be charged to account 50261.

END OF PROCEDURE