IMPORTANT ANNOUNCEMENTS!

As Fiscal Year 2016 comes to an end, note the following AP submission deadlines to ensure your invoices and reimbursements are paid this Fiscal Year:

- Purchases < $2K, receiving reports and invoices must be received at AP by June 8th, 2016
- Travel Vouchers must be received at Travel by June 10th, 2016
- Wire Transfer requests must be received at AP by June 13th, 2016

Accounts Payable Tip for this Month

AP Direct Deposit Reimbursement Is Now Available for Mason faculty and staff

Take the following quick steps to get set up:

1. Log into Patriotweb.gmu.edu with your username and password
2. Under Employee Services, navigate to ‘Pay Information’ and select ‘Direct Deposit Allocation’ option
3. At the bottom of the screen select ‘Update Direct Deposit Allocation’. A new page will load where you can read in detail our announcement ‘Travel and Other Reimbursement and Student Refunds’
4. Navigate to ‘Add Allocation’ and enter your bank information for direct deposit. This can be the same bank as your current Payroll allocation
5. Make sure to select the box for ‘Accounts Payable Deposit’. DO NOT select ‘Payroll Deposit’
6. Hit Save and you should receive an email confirmation of your changes!

Tip 5: How to Receive your Food and Beverage (F&B) Reimbursement Quickly?

- Complete the F&B Form with the appropriate signatures prior to the event date
- Vendors must be an approved caterer when food is brought on to any Mason campus. Information on how a vendor becomes an approved caterer is available at Mason’s Approved Caterer instructions
- Select the correct ‘Purpose of the Event’ from the six options on the form. Please note certain types of events require further approvals. For example, off-campus ‘Retreats’ and ‘Other Internal’ functions require prior approval from the Chief of Staff, Provost or Senior VP
- Provide a detailed description of the purpose of the event in the ‘Purpose’ Section. For example, “training session” is not a sufficient description. Provide information regarding the type of event, purpose of the event and attendees’ affiliation with Mason
- Ensure you have the correct per diem rate prior to ordering food for the event. Mason’s maximum business per diem per person is 50% over the State provided per diem rate. You may go to the GSA website and enter a zip code to obtain the State per Diem rate for you desired location. Write down the total amount in the ‘M&IE’ column and navigate to Breakdown of M&IE Expenses to find the State breakdown of cost per meal
- The maximum per diem rate includes cost per person for food, beverage and related service fees, taxes and gratuities
- If the catered event was funded by participant fees, please indicate that on the form and note fund and org where fee was deposited
- After the event, attach all original itemized receipts with proof of payment and list of attendees to the completed F&B form and send to MSN 3C1