

# CougarTravel

Fall 2020

Volume 1, Issue 6

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### Requesting Professional Development Travel Funds

Full-time faculty should request COE professional development travel funds at least **30 days prior to travel** by requesting funds through Concur. To avoid delays in processing your travel request, please be sure that your travel request includes all of the required documentation listed on the website [http://www.collin.edu/aboutus/travel/cougar\\_travel\\_faculty.html](http://www.collin.edu/aboutus/travel/cougar_travel_faculty.html) before submitting your Concur request for approval. Your travel request must be approved by your Associate Dean, Dean, COE, and the Business Office (in that order) **before** you

### Tax Exemption Card/Form

Collin College is exempt from paying sales tax. Please utilize one of the following tax documents when using your PCard to make purchases. The tax-exempt card or the tax-exempt certification form on CougarWeb (<http://inside.collin.edu/businessoffice/pdfs/Sales%20Tax%20Exempt%20-%20Signed%20by%20CFO.pdf>), should be used for all purchases.

**COUGARWEB > ADMINISTRATIVE SERVICES > ACCOUNTS PAYABLE > FORMS**

#### Texas Sales and Use Tax Exemption Certificate

Seller: \_\_\_\_\_

The undersigned purchaser hereby certifies to the above seller that the tangible personal property purchased on each purchase, unless otherwise specified, and until this notice is revoked by us in writing, is exempt from the Texas Sales and Use Tax for the reason that such tangible personal property is purchased for resale, renting, leasing, or some other exempt purpose.

The undersigned purchaser further certifies that the tangible personal property purchased will be used in a manner or for a purpose which entitles the seller to regard the receipts from the sale as exempted from the Texas Sales and Use Tax. The undersigned purchaser further certifies that he will assume liability for payment directly to the state of Texas of the tax if he uses or consumes the property herein purchased in such a manner to render the sale subject to tax.

Tax ID Number: 1-75-2037156-2

College: Collin County Community College

Signature: \_\_\_\_\_

Month	Day	Type of Training	Time	Location
December	12/02/2020	Check Request	9:00-10:00	Virtual
	12/07/2020	PCard Non- Travel	10:00-11:00	Virtual

To reserve your space in a virtual class, please RSVP to [acctspayconcur@collin.edu](mailto:acctspayconcur@collin.edu). In the subject line put “Virtual Training”. Once your RSVP is received, you will receive the virtual training link.

**Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**PCard Due Date:**

The report deadline to submit non-travel expenses is five (5) business days after the 28<sup>th</sup>.

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Travel reports are due within five (5) business days after traveling.

**Monthly Account Activity Statement**

Please remember to attach your JPMorgan account activity monthly statement to your non-travel expense report each month. Access JPMorgan statement monthly statement at: <https://smartdata.jpmorgan.com/static/public-portal-ui/login-signin-component?invalidLogin=true&cobrandHost=chase>

**Frequently Asked Questions (FAQs)**

- What date should I put on my travel expense report?** Travel dates, not date of conference, should be the date entered on your request and expense reports.
- What documentation is required to process travel and expense reports?** Invoices showing payment for line item, must be attached to each expense line item on your report. Also, for each non-travel expense report attach a copy of your JPMorgan credit card statement. See above for link to JPMorgan web address to download statement.
- How do I attach my statement to my report?** To add your statement to your report, open your report and click Receipts (located under your report title). Then click Attach Receipt Images and select file. File must be in .pdf, .jpeg, .tif, .png, or .jpg format.