

## **Physics Finance Policies**

### **B2P – Buy-to-Pay**

Preferred Method for purchasing. <https://mit.coupahost.com/>

Regardless of the type of account or transaction, a justification is always required. If a justification is not provided, the Req will be returned and not approved until it is corrected.

If you plan on having a recurring charge with a vendor, use B2P instead of the procurement card, especially if the vendor is in the system.

Change Orders- Requestors go into the PO to request the change.

Receiving – once item is received, go into B2P to mark the item received. This can be done by selecting the dropdown under ‘Actions’ for each item

Allow 24-48hrs for Physics finance to review and approve. If you need approval expedited, send email to Phys-finance.

Invoices that you receive for an open PO can be sent directly to: [invoices@mit.coupahost.com](mailto:invoices@mit.coupahost.com)

### **Procurement Cards:**

P Card policy 4.06a <https://vpf.mit.edu/400-purchasing-methods>

- We use an app in QuickBase to upload receipts and provide justifications for p card transactions. PIs should send receipts to their assistants as soon as possible; we recommend within 24 hours so that it doesn't get forgotten. Cardholders and Assistants acting as delegates for PIs will upload the documentation. If you do not have access to this app, please contact Karma Yangzom at [kyangzom@mit.edu](mailto:kyangzom@mit.edu). Backup should be submitted in QuickBase to verifier within 10 days of transaction. Reminders will be sent to card managers before the transaction sweeps.
- **Hold Policy:** If a cardholder has three swept charges for which they have not submitted documentation, a hold will be placed on their card until they provide proper documentation for ALL charges to their card (including charges that have not yet swept). Cardholders whose cards have three or more swept charges will appear in the report on the homepage of the pcard database.
- **90 Day Holds:** If a cardholder is going to have their card put on hold for the third time within a year, the hold will be for 90 days.
- **P card cannot be shared, only the card holder should be making the purchases**

### **Documenting Meals**

Documentation for meals requires a clear explanation of the purpose of the meal and who was in attendance. This is required to determine allocability – to show the meal is a legitimate business expense. There are two types of meal-related G/Ls, defined by the affiliation of the attendees of

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the event in question:

- If any persons present at a gathering with food are not MIT-affiliated, it is considered a “Business Meeting”, and the food G/L **421000** must be used **regardless of the content of the meeting itself**.
- If all persons in attendance are MIT-affiliated, then this would not be considered a business meeting, and the food G/L **421200** can be used.

Provide itemized receipt for all meals.

### **Unallowable Pcard Charges:**

#### **Alcohol:**

MIT policy states that alcohol should not be purchased with the Pcard. Should an individual wish to purchase alcohol it is best to request a RFP or use the Travel Card. If a cardholder’s alcohol purchase is audited by the Pcard office, they will have a mark on their record.

Personal credit cards can be used for the alcohol and then get reimbursed by submitting a RFP.

Always be sure to break out alcohol with GL 421205 when verifying. Do not lump in with the food (421000).

### **Unallowable/Personal Charges:**

- In the event of personal charges made using a PCard, the funds will need to be returned. The employee may request a Payroll Deduction form from the finance team, that will automatically take these funds from the employee’s next paycheck or they can send a check to MIT.
- For unallowable purchases, the policy is similar to having sweeping transactions. If a cardholder makes multiple unallowable charges within the same calendar year, their card is subject to a hold, and will need to be reconciled with the finance team to restore purchasing privileges.

### **Sales Tax:**

Because MIT is sales tax exempt, sales tax is not allowable on the Pcard. If a cardholder is charged sales tax, they must seek a sales tax refund from the vendor.

### **Cloud**

Cloud services purchase is not allowed on the P-card. Examples of such would include but not limited to Amazon Web Services, Dropbox, Google App, etc. Pay through B2P.

## **Travel**

<https://vpf.mit.edu/faq-new-travel-card-expense-reporting-policy>

The **Travel Card Policy** has very specific requirements for filing travel expense reports, and consequences—from warnings to card suspension to eventual card cancellation—for cardholders who use the card, but do not file travel expense reports on time.

Specifically:

- Travelers are required to submit a travel expense report via Concur, MIT's online expense reporting tool, **within 60 days** after the completion of a trip.
- If no travel expense reports are filed, travelers will be notified every 30 days reminding them of late reports. Once travel expense reports are more than 90 days past due, notifications will be sent to the Administrative Officer in the traveler's DLC and the Assistant Dean in the traveler's School.
- If a traveler does not submit a travel expense report after more than 120 days following a trip, the MIT Travel Card will be suspended.
- If a travel expense report is not filed after 150 days, the MIT Travel Card will be canceled.
- If a traveler wants to have his/her card reinstated following suspension, they will need to file all outstanding travel expense reports.
- A canceled card cannot be reopened or reactivated. Travelers can reapply for a new MIT Travel Card after all outstanding travel expense reports have been filed. Please be aware that the policy above is in force at all times.
- Delegate Access – Each MIT individual has their own concur profile. Each individual can assign delegates in their concur profiles. Physics Finance does not have access to each person's profile.

## **Request for Payments (RFPs)**

RFPs must be submitted within **60 days**. We recommend submitting RFPs as soon as possible and they must include a receipt. Take a photo right away of receipts.

Any RFP over 60 days will need approval from the Department Head and Director of Administration and Finance. This will require detailed justification as to why the transaction is late for submission.

Sales tax cannot be reimbursed. Include location, date, itemized receipt for meal.

RFPs should not include any travel (airfare, ubers, anything travel related). A concur report should be submitted for travel.

RFPs should be rare, use a PO or Procurement/Travel card whenever it is possible.

Email: [Phys-finance@mit.edu](mailto:Phys-finance@mit.edu)

## VPF Retention Policy and Procurement Policies

**Retention Policy:** In light of VPF's retention policy our office would like to encourage you to take pictures of your receipts, especially for VPF managed apps, i.e.: reimbursements, pro-card and travel card purchases.

### **eDacca Certification**

Per VPF Policy, it is expected that certification is completed by 60 days (two months) after the end of the quarter (<https://vpf.mit.edu/salary-distribution-compliance>) The School of Science, Assistant Dean for Finance has begun sending the AO and FO e-mails notifying us when eDaccas have not been certified. If eDaccas have not been certified within a two-month period, you may receive an e-mail from the School of Science, Assistant Dean for Finance.

The DAF, Matt Cubstead at [cubstead@mit.edu](mailto:cubstead@mit.edu), will be reaching out to each of you requesting proxy certification for non-grant funds held centrally in the Department.

### **Appointments**

HR Administrator, Vicky Metternich ([vickym@mit.edu](mailto:vickym@mit.edu)), sets-up all PI, postdoc, staff appointments.

Karen Sagna ([ksagna@mit.edu](mailto:ksagna@mit.edu)) sets up all graduate appointments.

### **Salary Changes**

All PIs should include the team where the award is housed when making any requests for salary changes through Physics. Your corresponding Kavli, LNS, MRL, RLE finance teams should be included in the correspondence to ensure funding is available and charges are allowable. This is especially important for federal awards such as NASA.

Late Salary changes – a detailed explanation needs to be included to submit for approval. Include documentation.

Matters related to graduate appointment changes should be directed to Karen Sagna ([ksagna@mit.edu](mailto:ksagna@mit.edu)).

### **Journal Vouchers**

Attachments to JVs are highly recommended, as it provides further information regarding the high-risk transactions. When submitting or requesting JVs, please provide as much information as possible, and include details regarding what the original transaction was for. For sponsored accounts, provide purpose of the trip and how does this trip benefit the research project you are now trying to charge.

If the JV is past 90 days, and further justification is needed, please be thorough in explaining why the JV has been submitted late, including any breakdown in procedure or extenuating circumstances. The finance team may request for further information about the specifics of a delay, for departmental records and to prevent JV rejection.

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## **Proposal Development**

The institute has a 5-business day policy (<https://ras.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal>) in which a complete proposal is due to RAS for review and approval. This policy also applies to fellowships, should there be any interested postdocs and students.

[Phys-grants@mit.edu](mailto:Phys-grants@mit.edu) should be notified as soon as you plan on submitting any proposals. You should plan to submit a completed proposal to Phys-grants **at least 2 business days prior to the 5-day deadline** so that we can review and upload the documents for RAS approval. More notice should be provided to Phys-grants for large grant submissions or those requiring extra approvals.

**Late waivers:** Should we miss the 5-day deadline a request for a late waiver (letter of appeal detailing why we are late for submission) must be sent to the Department Head, Deepto Chakrabarty. If Deepto approves the request for a late waiver he will e-mail Kariuki Thande, Assistant Dean for Finance, in the School of Science for a late waiver. The late waiver approval from the Dean's office is uploaded as an attachment in KC, as this is needed for RAS to review/approve the proposal.

## **Under-Recovery**

Starting in fiscal year 2024, the Institute is providing increased central funding for under-recovery. PIs are no longer asked to contribute to UR in most instances with a few exceptions.

Though central funding can be used for the majority of faculty under-recovery requests, it cannot be used for certain kinds of awards without approval from the VPR:

- Industry or for-profit sponsors
- Federal awards, other than training grants. Contact your RAS administrator if a federal solicitation caps F&A recovery.
- Voluntary cost sharing (that is, cost sharing not required as a condition of the award)

## **Award Letters**

Send all graduate fellowships and award letters to Karen Sagna ([ksagna@mit.edu](mailto:ksagna@mit.edu)) and [phys-gradappts@mit.edu](mailto:phys-gradappts@mit.edu)

Postdoc award letters should be sent to [phys-grants@mit.edu](mailto:phys-grants@mit.edu)

PI awards should be sent to [phys-grants@mit.edu](mailto:phys-grants@mit.edu)

Email: [Phys-finance@mit.edu](mailto:Phys-finance@mit.edu)

## **Summer Salary**

Jennifer Wong, [jenw1@mit.edu](mailto:jenw1@mit.edu), will send out the summer salary form (in Excel), for each PI to complete with the department housing their research awards in April. KAVLI, LNS, MRL, RLE, PSFC faculty should reach out to their financial contact for assistance on completing the form.

Faculty are not normally allowed to charge more than 90% of their effort in any one month to a federal award (or a combination of federal awards).

Forms will be entered into the Summer Sessions [app](#) by each department and submitted to Physics Headquarters for approval. Contact Jennifer if you have any questions.