

**HCS D Procedures for Processing Vector  
Service Dollars received from Amerinet for  
Meeting Expenses covered under the  
Business Effectiveness Services Agreement**

**Effective January 23, 2004**

1. A Restricted Fund Project will be established under Fund 115 to account for all funds received and expended through the BES.
2. Funds received from Amerinet for Vector Service Dollars will be deposited into Regions Bank and classified into the designated Restricted Fund Project.
3. All travel expenses associated with Meeting Expenses covered under the BES will be paid and/or reimbursed through the HCSDA Travel Imprest Account. These expenses will be accounted for separately in the Travel Imprest System. The following procedures will apply:
  - a) Employee will complete the Travel Expense form (TE) for all travel expenses associated with attending the required meeting. The employee should clearly identify on the front of the TE the meeting attended. All required supporting documentation should be attached to the TE. The TE and supporting documentation must be submitted to his/her immediate supervisor for approval.
  - b) After obtaining approval from the immediate supervisor, the TE and all supporting documentation will be submitted to the Travel Reimbursement Section at the employee's Business Unit.
  - c) The Travel Reimbursement Section at the employee's Business Unit will audit the TE and supporting documentation for compliance with applicable State Travel Regulations. The Travel Reimbursement Section will sign the audited TE and make a copy of the front page of the TE. The copy of the front page of the TE should be faxed within 10 business days after the date of the meeting to the HCSD Director of Administrative and Support Services (or appropriate designee), fax # 225-922-0481 for review and approval.
  - d) After approval by the HCSD Director of Administrative and Support Services (or appropriate designee), the copy of the TE will be submitted to the HCSDA Accounts Payable Section for reimbursement.
  - e) The HCSDA Accounts Payable Section will ensure that all necessary signatures have been obtained and code the TE with the appropriate accounting line information. Reimbursement of travel-related expenses will be made within 5 business days after receipt. The HCSDA Accounts Payable Section will not audit the TE. The Travel Reimbursement Section at the Business Unit level will be responsible for the official audit of the TE; they should maintain the original TE with the supporting documentation on file.

4. All non travel related expenses associated with Meeting Expenses covered under the BES will be paid through PeopleSoft by HCSDA based on current procedures in place at time of payment. In addition, the following will apply:
  - a) Non travel related expenses will be paid through PeopleSoft based on current procedures in place at time of payment.
  - b) Requisition for non travel related expenses should be completed and approval obtained. The requisitions should be clearly identified (in the Justification box on the Requisition Form) that the expenses is related to Amerinet Meeting.
  - c) Requisitions and Invoices will be submitted to HCSD Director of Administrative and Support Services (or appropriate designee) for approval.
  - d) After approval, the requisitions and invoices must be submitted to HCSDA Accounts Payable for payment processing.
5. The Travel Imprest Account will be replenished through current operating procedures on a weekly basis. All expenditures related to the BES Agreement will be coded to the appropriate Account, Fund, Department, and Project Number.
6. On a quarterly basis, a report will be prepared by the Accounts Payable Manager, detailing all expenditures paid during the quarter and the balance of the Amerinet/Vector Service Dollar Fund. The report will be reviewed by the Cash Management/Accounts Payable Manager and forwarded to the HCSD Director of Administrative and Support Services (or appropriate designees).
7. The HCSD Director of Administrative and Support Services (or appropriate designees) will submit report to appropriate personnel at Amerinet.