

Training Resources

Note: Register for training in UAccess Learning with the class code noted in parenthesis
Website: <https://learning.uaccess.arizona.edu>

Certification:

Cash Handling & Receiving (FSOCRTCash)

Financial Management:

- F&A Rate Proposal (UA-1170)
- Payments to Non-Resident Aliens (UA-1009)
- University Expenditure Policy (UA-1028)

Property Management:

Managing Movable Assets (UA-1023)

Purchasing:

- PCard Common Compliance Issues (UA-1011)
- PCard Liaison and Reconciler Quick Tips (UA-1157)
- PCard Policy (UA-1015)
- Purchasing Policies & Procedures (UA-1017)
- Purchasing 101 – Visit PACS website to register:
www.pacs.arizona.edu

Tax:

- Arizona Sales & Use Tax (UA-1030)
- Unrelated Business Income Tax (UBIT) (UA-1020)

Travel:

Travel Policy (UA-1026)

UAccess Financials Tutorials:

- Arizona BuyWays and Requisitions (UA-1075)
- Capital Management (UA-1120)
- Chart of Accounts Maintenance (UA-1112)
- Correcting Transactions (UA-1119)
- Encumbrances (UA-1116)
- Fiscal Officer Workflow & Delegation (UA-1114)
- Fundamentals (UA-1111)
- Interdepartmental Billing (UA-1118)
- Introduction (UA-1027)
- Month End Account Reconciliation (UA-1076)
- Operational Advances (UA-1126)
- PCard How-Tos (UA-1124)
- Payments & Reimbursements (UA-1125)
- Purchasing (UA-1122)
- Receiving Cash, Checks, and Electronic Payments (UA-1115)
- Routing, Delegation, and Search (UA-1029)
- Transferring/Reallocating Funds (UA-1117)
- Travel Advances & Reimbursements (UA-1031)
- Vendor Maintenance (UA-1113)



Financial Services
Office



Financial Services
Office

Employee Travel/Expense Reimbursements

▶▶▶ What you need to know ◀◀◀

University employees who incur business or travel expenses on behalf of the University of Arizona may receive a tax-free reimbursement under the IRS Accountable Plan, guided by IRS Publication 463 if the following guidelines are followed:

1. Reimbursement is for a bona fide University of Arizona business purpose.
2. Original Itemized receipts are submitted for reimbursement within 60-days from date of receipt or end of travel. Please check with your College/Department business office to determine where receipts/supporting documentation should be delivered.

Receipts/Supporting Documentation **exceeding 90 days** from the date of expense/travel end-date are considered income and will appear on the employee's W2.

Additional Information may be found via www.irs.gov in Publication 463

Best Practice: Submit receipts within 10-15 business days to the College or Department Finance/Business Office to be reimbursed Tax-Free

Enroll in a Class Using UAccess Learning

1. Under Quick Links, click **Find Learning**.
2. Browse for the class or use the Search field to find the desired class.
3. Select the arrow next to the class name to view the details.
4. Click **Enroll**.

Travel **2** 

Search Results

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Expand Collapse

▶ Travel: Navigating the UA International Travel Registry (UA-1161)

▶ Travel: Travel Policy (UA-1026)

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Plan for Later

This class provides guidance on University Financial Travel Policy along with the required documentation for the expenditure and the procedures to follow to ensure a timely reimbursement via UAccess Financials. [View Details](#)

| Class Code | Type | Duration | Start Date | Location | Available Seats | Start Time | |
|------------|----------------|----------------|------------|------------|-----------------|------------|-----------------|
| UA-1026-14 | Instructor Led | 2 Hrs, 30 Mins | 11/03/2015 | TUCSON, AZ | 8 | 9:00AM | Enroll 4 |

▶ Travel: UA International Travel Policy, Procedures, and Registration (UA-1220)

▶ UAccess Financials: Travel Advances & Reimbursements (UA-1031)