Reminder: April Business Managers’ Meeting on April 8th

April Business Managers’ Meeting Reminder – The April Business Managers’ meeting will be held on Thursday, April 8th, in room 170 of Busch Student Center from 9:00 am – 10:30 am.

Messages from CPC

CPC-travel
Enterprise Holdings, which includes Enterprise, National, and Alamo rental cars, has signed a four year agreement with Saint Louis University to be the exclusive rental car vendor. Travelers will be asked to register for the "EMERALD" card which allows them to bypass the counter and save time. This membership card will function for both Enterprise and National rentals. The local car rate for intermediate cars will be reduced to $31 per day. The new rates will be loaded into Cliqbook within the next week. Watch Newslink for more information.

Residents are now considered employees that should use Cliqbook for booking travel and use Concur Expense for travel and non-travel reimbursements.

Credit card information must be in a traveler's profile in order to book travel. This is required to 'guarantee or hold' the reservations. If you have difficulty making reservations, please check that current credit card information is entered.

Cliqbook booking fees should not be entered in Concur Expense. A business decision was made to not have them loaded in because of the two month delay of them being charged to the University. Since employees are not reimbursed for these fees, they should not be entered in the tool.

CPC-Accounts Payable
Vendors now receive an email detailing the invoices paid on each ACH (direct deposit) payment. In the past, they had to obtain this information from their bank or by working with an Accounts Payable clerk.

Patient Study Cash Advance Reconciliation
A new form, Patient Study Cash Advance Reconciliation (PSCAR), has been added to our website. Please use when returning receipts and/or cash from your advances.

Financial Services Announcement

Fringe Benefit Allocation (Account Code 690000) Actuals
Effective April 12, there is a change to the frequency of the posting of the fringe benefit "actual" transactions to account code 690000 (Fringe Benefit Allocation). The fringe benefits will now be calculated and posted with each payroll feed (monthly, biweekly, and labor redistribution) rather than at month end.