AGENDA

SLU Business Manager Meeting

August 11, 2005

Busch Student Center Room 253

9:00a.m.-11:00a.m.

1) Meeting Overview: Linda Bantle

2) Introduction John Riordan, New Accounts Payable and Travel Manager: Charlie Caciano

3) Announcements/Future Topics: Linda Bantle
   · Business Manager’s Page on B&F Web Site (Demo)
   · Topics for Future Meetings

4) Travel: Linda Bantle and Lisa Schmidt (Amex)
   · Update - Implementation and time line
   · Policy changes
   · Corporate Card
   · Departmental Car Rental/Hotel Contracts
   · Open Sessions and Training
   · Q & A

5) Open Session
Business Manager Meeting

Minutes of the Meeting of August 11, 2005

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, August 11, 2005 in the Busch Student Center, Room 235.

Business & Finance Staff Present:

Bob Woodruff  Gary Whitworth  Janice Crawford
Charlie Caciano  Doug Leavell  Lisa Zoia
John Riordan  Angela Jouglard  Mary Drexl
Linda Bantle  Mary Ann Loddeke

Number of Business Managers Present: 82

Linda Bantle welcomed the Business Managers to the first meeting of the 2006 Fiscal Year. Linda introduced the University Controller, Charlie Caciano, who introduced John Riordan, who is the new manager of Accounts Payable and Travel in the Controller’s office. John requested insight from all business managers with regard to the soon to be initiated new travel program with American Express. Linda introduced Lisa Schmidt with American Express who is the University’s account manager. Lisa will be the University’s representative through implementation and on going and will be involved in helping us negotiate preferred rates with travel vendors.

Linda Bantle reminded everyone present to use the Business & Finance Web Site to learn about all upcoming meetings, and the scheduled topics. The quarterly meetings should be attended by all managers – with the other monthly meetings attended if the topic relates to you and your department. (The link to the Business Manager’s Meeting information is the 2nd to last listing from the list of options on the left side of B & F’s home page.) The web site will include a contact list of business managers along with minutes and handouts from previous meetings.

Banner Brown-Bag Lunch Meetings are being held regularly on the HSC side of campus to discuss Banner issues. The HSC business managers initiated these meetings. There was an overwhelming response from the business managers on the North side of campus to have similar meetings available to them. Linda Bantle will check into the possibility of this and get back to the group.

The University has teamed with American Express to handle all University business travel arrangements. A revised travel policy is being developed that will clearly outline travel regulations. Corporate Travel “credit” cards will be issued to full-time faculty and staff who travel (it is up to each department to determine who should get a card, etc.) The card should be used for all business travel expenses including air, hotel, car rentals, meals, and conference fees – along with any entertainment expenses. The cards are not to be used for personal expenses. In a situation where personal expenses are put on the card (extending a hotel stay…) the individual must reimburse American Express directly when the expense report is submitted.

Submitting expense reports will be an on-line process. On-line statements will be sent for each card issued for reconciliation. There can be departmental cards issued to business managers for local business and entertainment expenses. Any expenses that the traveler, host, incurs, that could not be put on the American Express Card will be reimbursed with proper documentation (receipts), much in the way it is now. American Express will have a toll-free fax number so receipts can be scanned in and attached to accompany on-line expense reports. Business and Entertainment will now be submitted on the same expense report.
ROLLOUT – The new travel policy is to be introduced mid-September at the earliest. The new policy will not affect trips already booked. This is only for new travel arrangements. There are 4 phases to the rollout:

1. The Travel Agency (used to book reservations)
2. The Travel Policy (University travel policy – revised)
3. The Corporate Card (pilot with travel agency rollout and then full rollout one month later)
4. On-line Expense Reporting (same as corporate card)

On-line training will be provided as well as on-campus training sessions. It will also be incorporated into new employee training. Training will be required in order to receive the Corporate Card.

Many things will stay the same:
- No changes in Billiken Air.
- Water Tower Inn is still required for all recruits (unless no availability)
- Can still tack on personal vacation to trips
- No Changes in International Travel Policy
- Frequent Flier Miles will still be credited to the individual traveling

New things to come:
- On-line booking tool as primary tool to book travel
- Use of Corporate Card and related electronic expense reporting
- 21-day advance purchase no longer required – but book as EARLY as possible. Must book the lowest available airfare, as defined by the travel policy.
- Trips must be pre-approved (best estimate of costs – pre-approval by supervisor and account manager approves the funds.)
- On-line fee for booking a trip is $6 – booking using an American Express agent, $36
- Possible rental cars for small trips, rather than reimburse mileage (weighing cost benefits)
- Reconciling travel costs on-line with monthly statements.
- Elimination of Meal and Incidentals Per Diem, will reimburse for actual expenses up to a daily maximum of the government city per diem.

The Business Managers requested that the new Travel Policy be introduced from the Top (Father Biondi), not just announced on Newslink. Some requested that training be mandatory, but most doubted that would work with some of the employees.

Gary Whitworth, Director of Financial Planning and Budget, explained that most travel policies would remain unchanged. He explained that the Business Managers would be able to see all corporate charges for their departments on line.

Gary further explained that there are a few issues they are still working to resolve:

- Receiving tax-exempt benefit when using the Corporate Card
- Tool to track the total expense of one trip (even when 3 expense reports may need to be submitted for one trip (air, hotel, expenses)

The question of Medical Residents being issued a Corporate Card is unresolved due to an ongoing quest to determine if they are classified as students or employees. He will let us know what is decided about their status.
Anticipated Benefits to the University

- Enhances SLU’s ability to manage its travel expenditures and compliance.
- Provides access to data needed to negotiate future travel contracts in a more competitive manner.
- Reduces agency fees
- Convenience in booking 24/7
- Will save the University money
- Lowers processing costs due to on-line submission of expense reports

Submitted by: Mary Drexl
<table>
<thead>
<tr>
<th>Revision</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| Any reimbursable expenses for airfare, hotel (except conference hotel), and car rental must be booked through our dedicated travel agency, American Express, using preferred vendors when applicable | ✓ Enhances SLU’s ability to manage its travel spend  
✓ Provides access to data needed to negotiate competitive pricing for airfare, hotels, car rentals and parking |
| All trips fully or partially reimbursed by University funds, while on “University time” must be pre-approved | ✓ Increases ability to manage travel spend and policy compliance |
| Travelers must book the *lowest available airfare*, as defined by the policy based on reasonable parameters | ✓ Reduces total spend on airfare |
| Use of On-line Booking tool as primary vehicle to book travel           | ✓ Promotes policy compliance  
✓ Supports preferred supplier contracts and agency discounts  
✓ Provides 24/7 booking convenience  
✓ Reduces agency fees |
| Use of Corporate Card and related electronic expense reporting         | ✓ Eliminates need for cash advances, prepaid expenses, or significant out of pocket expenses by employees  
✓ Enhances and automates policy control  
✓ Provides management data at University and unit level  
✓ Lower processing costs by eliminating manual reports, approvals, audits and data keying  
✓ Fax imaging of receipts reduces paper processing |
| Elimination of Meal and Incidentals Per Diem and reimburse for actual expenses incurred up to a daily maximum of the meal per diem for the applicable locality | ✓ Reduce spend on meals  
✓ Eliminate complicated per diem calculations  
✓ Fewer hard copy receipts will be required when corporate card and automated expense reporting is used |
| Leased vehicle program for short distance travel vs. use of personal automobile | ✓ Reduce spend on transportation costs (cost of leased vehicle and gas vs. mileage reimbursement)  
✓ Provides alternative for employees opposed to wear and tear on their own vehicles |