

Business and Finance Division

SAINT LOUIS UNIVERSITY

AGENDA

**SLU Business Manager Meeting
March 9, 2006**

Busch Student Center 253

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

- 1) General Remarks: Bob Woodruff**
- 2) Introduction- Tom Meadows, Controller: Bob Woodruff**
- 3) Travel Program Update: Linda Bantle**
 - **Travel Program Brown Bag**
 - **Trip Number Departmental Report**
 - **Travel Policy Revisions and Interim Expense Reporting Process**
 - **T&E Card and Expense Reporting Update**
- 4) Sponsored Programs Update: Doug Leavell**
- 5) Accounts Payable - Status of revised DPV policy: Kim Etter**
- 6) Purchasing: Janice Crawford**
 - **DHL vs. FedEx pickups**
 - **Copiers**
 - **Furniture**
 - **P-Card update**
- 7) Budget Update: Gary Whitworth**

Business Manager Meeting

Minutes of the Meeting of March 9, 2006

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, March 9, 2006 in the Busch Student Center, Room 253.

Business & Finance Staff Present:

Gary Whitworth	Janice Crawford	Tom Meadows	Mary Drexl
Lisa Zoia	Linda Bantle	Kim Etter	Greg Haney
Bryan Pini	Marsha McBride	Lee Kniebert	Tawnya Musial
Bruce Anders	Stacey Barfield	Cindy Derickson	Doug Leavell
Bob Woodruff			

Number of Business Managers Present: 68

Linda Bantle welcomed the Business Managers to the meeting.

Introductions-Announcements

Bob Woodruff introduced Tom Meadows as the new Controller. Tom spoke briefly and encouraged individuals to contact him directly with concerns or questions. tmeadows@slu.edu, 977-2991.

Travel Program

Linda Bantle gave an update on the Travel program. There will be brown bag training sessions on March 20th and 21st from 11:00 – 1:00. Linda will send an email announcing their locations. These sessions will be more advanced instruction for travel arrangers. If you have specific areas you would like to see addressed in the training, please let Kim Etter know.

The new Travel Policy goes into effect on April 3rd. The policy will apply to all trips that begin April 3rd and later. The major change will be the elimination the meal and incidental per diem and instead reimburse personal meals based on actual receipts up to a daily allowance (per diem). Because of this change, the current paper TERV cannot be used for trips that begin April 3rd and later. Instead, an interim expense reporting form, the E-TERV (Excel format of the paper TERV) will be used by all travelers until they receive their T&E Card. The form will be completed using Excel, but still must be printed out for signatures and to attach receipts. Suggestions for modifying the form were made and Linda will see that a section is added for notes and the signature space is increased to accommodate multiple approvers. The first post-pilot Travel card distribution will occur on April 3rd and will include the divisions of Athletics, Development and University Relations, and Enrollment and Academic Services. Approximately 120 -140 employees will begin using the cards at that time. The Travel Card rollout schedule for all departments will be available in May. The new policy will be announced through Newslink and notification to Business Managers and Travel Approvers. The Provost will be asked to send notice to the faculty.

A Ten Point Checklist was distributed for the TERV along with instructions on obtaining the Amex Invoice Detail. The checklist clarifies what documentation and receipts are required to be submitted with the TERV. *A copy is posted on the business manager's website.*

A request was made to revise the AXO booking tool so that users can put two people in a hotel room. There are no pre-pays allowed on rental cars. A departmental Trip Number report is currently being developed and should be available for departments to run soon. Bob Woodruff asked the business

managers to continue with their feedback, both negative and positive, so that we can continue to tweak the Travel Program.

Accounts Payable

Kim Etter, manager of accounts payable and travel, addressed the group to try and clarify how to determine when you use a PO, Standing PO, check enclosed (CO) or a DPV. The use of the DPV will change once the P-Card is introduced. *A summary of Kim's presentation can be found on the business manager's website, under the March 9, 2006 meeting.*

Sponsored Programs

Doug Leavell, director of Sponsored Programs gave a presentation to review the regulatory environment associated with sponsored programs. *A copy of his presentation is posted on the business manager's website.* Doug will address any questions that come up at future meetings or you can contact him at leavell@slu.edu.

Purchasing

Tawnya Musial gave an update on copiers and the P-Card. Lee Kniebert discussed Express Shipping and Furniture purchases. *For details on their presentation, please see the documents posted on the web site under the March 9 meeting.* Regarding document retention, the General Counsel's office will make an official statement on the length of time required. The general rule is 7 years. Requests have been made to include the phone number on the preferred vendor list. They are attempting to include that information in the next Banner rollout (October 2006).

Budget Process

Stacey Barfield gave an update on the budget process. The Salary Planner and Finance Budget Development screens are still slated to close on March 20, 2006. There is a new report available on the Salary Planner Domain in the Business Intelligence Dashboard. It is the Faculty Salary Report PWB010. *For more budget information, please see the budget handout posted on the business manager's web site under March 9, 2006.* The Budget Department will send out an email to the Business Manager's when they know that the Salary Planner will be down.

Some dates to keep in mind:

3/21 – 5-3 – Fall 2006 Pre-registration

5/20 – Commencement

7/3 – FY07 Budgets Live in Banner

The meeting ended at 10:50 a.m.

Minutes respectfully submitted by Mary Drexler.

My Travel Plans

My Travel Plans is an American Express product that provides a secure way to transmit traveler's itinerary/invoice data via the Internet. My Travel Plans automatically generates an email to alert the traveler that their itinerary/invoice information is available for viewing via the secure American Express My Travel Plans website www.aeairweb.com.

Traveler data on the My Travel Plans website will be maintained for 90 days past the last date of travel and will be available to view in three formats:

- **Itinerary** view, which contains the travel information only,
- **Invoice** View, which will contains the **Invoice Detail**, the travel information along with the ticket number, invoice # and cost information, (needed for airport check in and expense report)
- **History** view which contains all travel information related to that trip.

Added benefits include:

- The ability for Travelers to have other individuals view their travel arrangements via the website
- The ability for Travelers to email their itineraries/invoices to another individual
- The ability for Travelers to download their information to a palm-held device or electronic calendar
- The ability to view the www.aeairweb.com site from their wireless PDA, Blackberry, or phone (fee associated)

Once a trip is approved and a ticket is issued, travelers (and arrangers if applicable) will received a separate email from "American Express Business Travel" <airweb@trondent.com> indicating the above URL link. With the first trip booked, the email will include a login ID and temporary password. When you login the first time, you will be prompted to create your own unique password. Going forward you can access your invoices/itineraries wherever you have Internet access.

Invoice Detail

If you have not saved the email from <airweb@trondent.com> with your **Invoice Detail** or with your temporary password, follow the steps below to obtain a copy of your official American Express Business Travel Invoice for airport check in and to submit with your Travel Expense Report:

- Access My Travel Plans website at www.aeairweb.com
- Click on **Forgot Password** and follow instructions. The system will send a temporary password to the indicated Email address. If you are locked out of the system or if you forgot your secret question and answer, send an email to MTP.Password@aexp.com providing the your full Email address or record locator. The system will reset the Password & Secret Question/Answer within 24 hours and will send it to the indicated Email address.
- Sign on to My Travel Plans with the temporary password and you will be prompted to create a new password (must be at least seven characters long)
- Choose a traveler from list by clicking on **View Trips**
- Click on **Invoice** for the appropriate trip from list
- Click **Printable Version** and print
- Attach to expense report

Ten Point Checklist
Electronic Travel Expense Reimbursement Voucher (E-TERV)

1. **All E-TERVs:** All airfare, lodging (see below) and automobile rentals must be booked through American Express Business Travel. **All** E-TERVs must include the following documentation:
 - a. **Trip Number** (ex. A061234): This must be included on all travel documents.
 - b. **Department/Org Code** (ex. D123) must be included with each fund number.
 - c. **American Express Invoice Detail** (from *My Travel Plans*): This is required for any TERV with airfare, lodging or automobile rental expenses to document booking through Amex and as the receipt for agency fees.
2. **Airfare:**
 - a. **American Express Invoice Detail** (from *My Travel Plans*)
 - b. Include the **Travel Agency Fee** (found on the American Express Invoice Detail) on the TERV.
3. **Taxi:** Actual receipts required \$25 or more
4. **Personal Auto and Automobile Rental:**
 - a. **Transportation Calculator is required** when traveling 200 miles or more roundtrip to determine the least expensive means of transportation.
 - b. A traveler can choose, but will only be reimbursed the least expensive means of transportation.
 - c. Airfare in most cases is always an option.
 - d. Receipt and justification is required for automobile rental
5. **Parking:** Receipt is required. The maximum parking reimbursement at the St. Louis Airport is \$8.76 per day.
6. **Lodging:**
 - a. Must be booked through Amex unless attending a conference offering discounted block rates. Requires conference materials noting discounted rate.
 - b. Itemized hotel receipt is required
 - c. Non-conference related lodging should not exceed SLU Per Diem (Gov't + 20%)
7. **Registration Fees:** Receipt required unless expense prepaid by the University
8. **Business Communication:** Reasonable and requires receipt (most cases on hotel receipt)
9. **Business Purchases:** (books, conference materials, etc): Receipt and justification is required
10. **Meals:**
 - a. Receipt is required for all meals
 - b. Maximum reimbursement not to exceed government **daily** per diem rate

Please refer to the University Travel Policy as well as your specific departmental policy or the Travel Q & A's for additional information.

PURCHASING UPDATE 3-9-06

Tawnya Musial discussed the following:

Copiers - Currently two approved vendors.

1. Copying Concepts representing Mita Kyocera and Minolta machines. Our sales representative is Amy Halbrook and she can be reached at 314-633-2000.
2. Ricoh/GFI representing Ricoh machines. Our sales representative is Will Hogan and he can be reached at 314-997-6300 ext 606.

*For new fiscal year, all new Ricoh requisitions should be entered under the new GFI vendor number -V # 000900738.

*If you have a leased machine from either vendor, there needs to be two lines on your requisition - one for the lease (12 months at "X" amount) and one for maintenance (toner and repairs). These charges hit two different FOAPALs allowing the invoices to be entered properly.

*Do not buy paper or transparencies from any copier company - you are paying too much. Use Corporate Express or Office Products Now, our minority vendor, for these types of purchases.

3. If you have an IKON machine, Purchasing will be providing more information on how these Canon and Ricoh's will be handled at the April business manager's meeting.

P-Card

1. Timeline has been set.
2. The pilot group (approximately 60 cards) will go live on April 17th.
3. Two billing cycles will be completed with pilot group to identify any modifications that are necessary.
4. As a result of timing with fiscal year end, the second wave of cards will not be issued until late July.

Lee Kneibert discussed the following:

Express Shipping

1. Federal Express is the required vendor for national shipping.
2. For international shipping, DHL is more efficient at getting items through customs therefore departments can use DHL for international express shipping only. Federal Express can also be used for international shipping although it may not clear customs as quickly.

Furniture

1. Broadway Office Interiors has modified their sales structure and only sells off the show-room floor. If you are planning to order from Broadway, you must visit their showroom - especially if deciding to purchase used furniture.

2. HON - Purchasing has negotiated a contract direct with HON for increased savings. This contract will be executed through our current dealer - Modern Business Interiors (MBI). Our sales representative is Terry Yuede and he can be reached at 636-946-2500. If you purchase HON furniture from a different dealer you will not achieve the higher discount as if you utilized MBI.

3. Haworth - Purchasing will be utilizing the Broadlane contract for Haworth which provides significant discounts on their items. The dealer chosen to execute this contract is Professional Office Environments (POE). Their sales representative is Neal Bolzenius and he can be reached at 314-743-1822.

Document Retention

The General Counsel's office will make an official statement on the length of time you need to retain documents on file. The general rule is 7 years.

General

Requests have been made to include the phone number on the preferred vendor list. They are attempting to include that information in the next Banner rollout (October 2006).

Thanks,

Tawnya Musial
Purchasing
Saint Louis University
musialtc@slu.edu
314-977-7044

PAYMENT METHOD REQUESTS:

As a follow up to the 3/9/06 Business Manager's meeting, here is a summary of the general guidelines I presented for payment method requests:

INB Requisitions:

STANDING ORDER -- Use for purchases made on a regular basis (ex. Chartwell's, Coca-Cola, Corporate Express)

PURCHASE ORDER -- Use for any vendor who can bill us with an invoice (and wait a few days -- usually a minimum of 10 -- for payment)

CHECK ENCLOSED ORDER -- Use for a vendor who requires payment prior to providing services or delivering product.

Do not use CHECK ENCLOSED ORDER for a past-due invoice. Past Due invoices should be processed on a PURCHASE ORDER. Obtain your purchase order # from the system/purchasing, write it on your past due invoice and fax the invoice directly to accounts payable for processing at 977-2298.

Other:

DPV -- Use for payments to INDIVIDUALS . . . primarily for non-employee compensation. Payments to corporations and other organizations can generally be requested via one of the purchase orders (SO, PO, or CO).

You can continue to use the DPV for payments to corporations/organizations for dues/subscriptions and other items currently detailed on the DPV paper form. . .however, we anticipate changing that policy when the P-card is rolled out. At this point, we anticipate continuing to use DPV's for licenses, speaker fees, honoraria, prizes, awards after P-card implementation. Other payments to corporations will be expected to be processed via one of the purchase order formats or via the P-card.

BUSINESS & ENTERTAINMENT VOUCHER -- Use for B&E within 50 mile radius.

TRAVEL & EXPENSE REIMBURSEMENT VOUCHER -- Use for T&E outside 50 mile radius. Note, effective April 3, all T&E will be filed on the interim electronic TERV (excel format).

In the near future (pending P-Card and Travel Card Implementation), we will issue revised policies and procedures for each method of payment request. They will be detailed and user friendly! I bet you can't wait!! Please do not hesitate to contact me if you have questions or would like me to consider transactions peculiar to your department as we finalize the details of the aforementioned policies. I do appreciate that there are exceptions to general rules.

Kim Etter
Manager - Accounts Payable and Travel
Saint Louis University
Phone: 314 977-2400
Fax: 314 977-2298

Here is a brief overview of the Budget Update given at the Business Managers Meeting on March 9, 2006:

1. There is a new report on the Salary Planner Domain in the Business Intelligence Dashboard. The new report is the Faculty Salary Report, PWB010. This report is similar to the Staff Salary Report insofar as it lists the merit, other and total percent increases, but also includes faculty rank and tenure status. Please review this report thoroughly before we close the budget screens.
2. The Salary Planner and Finance Budget Development screens are still slated to close on March 20, 2006. Of course, we will be somewhat flexible and work with those Divisions whose circumstances merit a potential delay in closing the screens.
3. A problem with the Salary Planner weekly upload has been detected such that any new or changed positions' (as indicated in the Extract Status column on the List by Position screen in Salary Planner) salaries are being calculated at 261 days rather than the FY07 260 day rate. Tim Moser in ITS has created a fix for us that he will run immediately after we complete our weekly upload. Typically, our weekly upload of Salary Planner has occurred on Friday afternoons, however, it has come to my attention that Tuesday mornings will work best for everyone. So, in an attempt to prevent any work stoppage on Friday afternoons, beginning on Tuesday, March 14, 2006, at 8:30 am, we will run our extract job and upload Salary Planner. We will still complete the job this afternoon at approximately 4:30pm.
4. Finally, when we loaded Finance Budget Development for FY07, the SLU Printing Service account code 771020 was locked. As a result, you will not see this account code in Finance Budget Development. Do not panic, the money was included in your budget bases. We did not take it. Please budget your SLU printing services expense for FY07 in another account code.

As always, if you have any questions, please do not hesitate to call me at 977-3938 or Bruce Andres at 977-7073.

Sincerely,
Stacey Barfield
Financial Planning & Budgeting
977-3938

Regulatory Environment

Sponsored Programs

March 9, 2006



Federal Guidelines

- OMB Circular A-133
 - Audit Principles
- OMB Circular A-110
 - Administrative Principles
- OMB Circular A-21
 - Cost Principles



Circular A-133

- Sets Standards for Audits of Federal Programs
- Auditor Responsibilities
 - Fieldwork
 - Report
- Auditee Responsibilities
 - Financials
 - Follow-up



Circular A-133

- Reportable Conditions in Internal Control Over Major Programs
- Material Non-compliance
- Known Questioned Costs
- Other Than Unqualified Opinion
- Known Fraud
- Prior Audit Findings



OMB Circular A-110

- Pre-award
 - Forms, Certifications, Conditions
- Post-award
 - Prior Approvals, Procurement Standards, Financial Reporting
- After-the-award
 - Close out



OMB Circular A-110

- Prior Approvals
 - Expanded Authorities
- Financial Reporting
- Procurement Procedures
 - Competition
 - Cost/Price Analysis



OMB Circular A-21

- Cost Principles
 - Allowable, Allocable and Reasonable
- Direct Costs
 - Identified Specifically Relatively easily with a High Degree of Accuracy
- Facilities and Administrative Costs
 - Benefits Common Objectives
- Cost Accounting Standards
 - Treated Consistently in Like Circumstance



OMB Circular A-21

- Allowable
 - Conforms to any Limitations or Exclusions
- Allocable
 - Assignable in Accordance with Relative Benefits Received
- Reasonable
 - Prudent Person Test



OMB Circular A-21

- Administrative Costs
 - F.6.b
- “Items such as office supplies, postage, local telephone costs and memberships shall normally be treated as F&A costs.
- Unlike Circumstances

