Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, December 8, 2011 from 9:00 – 10:30 a.m. The meeting location is The Learning Center (LRC), Auditorium B.

For your information, future meetings are planned on the following dates:
  • February 9, 2012

CPC Updates

Concur

Employee moving/relocation expenses should always be submitted on NON-TRAVEL in Concur. Account code 738020 must be used so that Dorothy Marshall can review the payments for taxability. Although, the same expense type and account code is used for all items, we require itemization to match receipts.

If these expenses are submitted on DPV because the person is not yet an employee, account code 738020 must be used. **No exceptions.**

REMINDERS:

  • The SLU Policy regarding Hotel usage in St Louis should be WTI & Hotel Ignacio exclusively unless they are full. Written confirmation from both hotels is required with requisitions for other hotels. Conferences and meetings should utilize space on campus rather than outside venues. Contact Event Services for assistance.

  • Employees should not pay for other employees' expenses. When sharing a hotel room or meal, please obtain separate bills from the vendor.

  • [Receipt Documentation](#) explains the proof of payment that must be included with expense reports to receive reimbursement.

Policy Regarding "Opt-In" Meals at Conferences

All conference information MUST be provided with expense reports. Without this information, the expense will not be reimbursed.

1. When registering for a conference, any opt-in meals (not included in base price) should be reviewed.
   a. If the meal amount is a large portion or more than our per diem rate for that day, the traveler's VP must approve attendance at the meal as an exception. Meals will need to be broken out of the registration fee, but still categorized as "Seminar Fees/Registration".
   b. Traveler’s other meals for that day will be capped at 60% of the per diem rate and receipts for that day's meals must be submitted.
   c. Other days (without opt-in meals) can be claimed at 60% of per diem without receipts or against receipts up to full per diem amount.

2. When creating the itinerary, choose MEAL RECEIPT unless opting for 60% per diem for meals for the entire trip.