Future Business Managers’ Meetings

We will be cancelling our next Business Managers’ meeting that was to be held on Thursday, December 13, 2012 at Young Hall.

For your information, future meetings are planned on the following dates:

- February 14, 2013
- April 11, 2013

CPC Updates

Concur

Remember when creating a Concur itinerary to choose the destination of the trip rather than the airport if there is a difference. This affects per diem rates. On car rentals in MO or IL, if sales tax gets charged, that branch should be told to check the notes on the SLU account. The sales tax should be credited off. Give those drivers that are renting in these areas a copy of the Tax Exempt letter from our website to give to the branch manager.

Beginning on Jan. 1, 2013, the standard mileage rates for the use of a car, as well as vans, pickups and panel trucks, will be 56.5 cents per mile for business miles driven, 24 cents per mile driven for medical or moving purposes, and 14 cents per mile driven in service of charitable organizations.

Effective for travel on or after January 15, 2013, Delta and Alaska Air Lines' policies will be to check a passenger's baggage between the origin and destination points that are issued on a single ticket or conjuncted ticket exclusively. If a second ticket is presented for travel on another airline beyond the destination of the first ticket, the passenger must collect the baggage at baggage claim for their ticketed destination, and then re-check their baggage with the down-line carrier for the next flight(s). Airlines suggest scheduling two hours between these connecting flights. U.S. Airways implemented this process on 8/1/12.

American Express

AMERICAN EXPRESS has a new site designed specifically for Corporate Card (T&E) members to find out about their latest online tools. The site at http://corporateonlinetools.com/makes it easier for card members to take advantage of their card benefits by offering information on how to use the following tools:

- **Mobile Access** – get account access on a smartphone or tablet
- **Profile & Alerts** – personalize a card account and get information immediately
- **Statements & Activity** – Set-up Manage Your Card Account to see card account and spending activity
- **Travel Tools** – use online account management tools to make business travel easier, including a merchant locator tool
eSeePay

Beginning 01/01/13 – There will be a new list of required forms and documents needed for eSeePay payment type “Nonresident Alien Personal Services/Honoraria” per Dorothy Marshall. The forms can be found at: http://www.slu.edu/busfin/documents-and-forms

Then open MASTER VENDOR FORM - NRA PACKAGE
1. IRS Form W-8BEN (IRS to release new version(s) December 2012). Legible copy should be included in the packet.
2. FNTIF (Foreign National Tax Information Form) completed by vendor.
3. Certification of Academic Activity for B-1, B-2, WB & WT Visa Holders (see new form).
4. IRS Form 8233 (now “Optional”, if they have a U.S. TIN and want to claim a tax treaty).
5. Legible copy of Passport.
6. Legible copy of U.S. Visa (B1/B2 status or J-1 status)
7. Legible copies of ALL Visa Entry Stamp pages in their Passport.
8. I-94 Card if they have one (B1/B2 status or J-1 status)
9. Certificate of Eligibility, if applicable. (i.e. I-20 in F1 status, or DS-2019 in J1 status)
10. SSA (Standard Services Agreement) if in J-1 status.

Also, the Master Vendor Form packages for purchase requisitions and eSeeDPVs have been updated.

Business Services Updates

FedEx Office

Please see attached flyer regarding the benefits for Saint Louis University when using FedEx Office. Our FedEx Office contact is Barb Stogsdill (barb.stogsdill@fedex.com).

Cashiers Office Updates

Web Deposit Updates

Just a reminder that if deposits are being made to the 739xxx account codes, the trip number must begin the description field.