What’s New . . .

July, 2011

Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, August 11, 2011 from 9:00 – 10:30 a.m. The meeting location is The Learning Resource Center (LRC), Auditorium B.

For your information, future meetings are planned on the following dates:
- October 13, 2011
- December 8, 2011

Accounts Payable/CPC

Per the Office of General Counsel concerning the "Standard Services Agreement", if a service exceeds $10,000 the vendor needs to supply a copy of their liability insurance coverage with minimum limits of $1,000,000 per occurrence and $3,000,000 aggregate. The department is responsible to collect the insurance document with the SSA and submit it to their Commitment Office. The SSA and Insurance Coverage will be scanned with the document number. Please refer to the "Standard Service Agreement" #4 Indemnification and Insurance for further details.

P-CARDS -- new for FY12.
Capital items (assets) have been added to the prohibited purchases list. Capital should be purchased by requisition/PO process. Read about Capital items here [http://www.slu.edu/x28604.xml](http://www.slu.edu/x28604.xml)
Any cards with a $5,000 transaction limit have been reduced to $4,900.
Any limit increase requests above $5,000 will be reviewed and approved by Business Services for capital purchases, sole source or three bid requirements, etc.

A Google Map or MapQuest is required when rental cars are NOT used and mileage and/or gas receipts are submitted after driving for business within 50 miles of the customary work location. Reimbursement requests should be submitted on a non-travel Concur Expense report.

When submitting for conference fee reimbursement that includes "opt in meals" at an additional cost, please ITEMIZE the Fee as Meals (self) with the appropriate date. The trip will then require meals (self) with receipts. If the traveler prefers to claim 60% of per diem instead of submitting meal receipts, the 'opt in meals' amount should not be submitted for reimbursement.

For effective reporting of travel expenses and consolidation of account codes, new account codes have been created for FY12. Most account codes in the 73xxxx range are inactive as of 7/01/11. The "FY12 Travel" and "FY12 Non-Travel" account codes should be used consistently across all systems; pcard, eSeeDPV, requisitions, POs etc. Activity Codes should be used to further separate expenses, and were created in place of commonly used and now inactive accounts. FY12 budgets will be converted automatically to these new account codes before the budget roll in July. [http://www.slu.edu/x27613.xml](http://www.slu.edu/x27613.xml)

When booking in Cliqbook, use account code 739100 for US50 (domestic) travel or 739150 for foreign travel.

Updated 7/15/11
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Change to Policy for FY12. All expense reimbursement requests should be submitted within 60 days of the expense date (non-travel) or end of trip date (travel). Substantiation within 60 days is one of the IRS requirements of an accountable plan.

Information on TripIt and Receipt Store has been added to a new section called "Enhancements" on the Clickbook & Concur web page http://www.slu.edu/x32563.xml. Use of these tools is optional, and it is up to the individual to use or not.