

What's New . . .

June, 2010

Reminder: June Business Managers' Meeting Cancelled

June Business Managers' Meeting Cancellation – There will be no June Business Managers' meeting.

Business Services Announcement

Competitive Bidding Requirements for P-Card Purchases

When a department makes a purchase on the P-Card that exceeds \$5,000, either three (3) bids or a sole source document must be submitted to Purchasing in advance of the actual purchase for review and approval. Purchases on the P-Card are to remain in adherence to the University's competitive bidding policies of which details can be found on the following site: <http://www.slu.edu/x28709.xml>. Transactions are consistently audited to ensure compliance of University purchasing policies.

CPC Updates

CONCUR EXPENSE

TRAVEL reports that only have airfare with the CBCP noted (CBCP designates Company Billed, Company Paid) should not be processed. Airfare is expensed by journal entry in CPC. Approvers, if you review this situation, please return the report stating that airfare is paid by SLU and no report needs to be submitted. Also send the trip id to univtravel@slu.edu to have it CLOSED. Either you or the traveler should send the email.

Three new expense types will be added to Concur Expense to make reporting easier. They are: Meals-group, Hotel-group, and Transportation Calculator. If the transportation calculator form is used to determine the least expensive of airfare, driving personal car, or renting a car, the lowest amount can be entered on this expense line. This will eliminate having to reduce actual miles driven to get the correct amount reimbursed.

Travel policy allows 20% tip on meals and entertainment expense. The reimbursement of any tip that is \$1 or more over the 20% will be reduced to the 20% level.

Business Managers should review the Webfocus Dashboard reports for Trip IDs that are open to be sure expense reports are processed for FY10. All reports should be submitted by July 7, 2010 so they can be reviewed, approved, and processed for year end. Travel that crosses from old year into new year will be expensed to the year with more travel days.