

What's New . . .

September, 2007

Change in Master Vendor Form (MVF)

In order to appropriately identify and classify the type of new vendor being added to Banner, an additional statement has been added to the MVF. The new statement, "if not incorporated and performing a service, an SSA and W-9 must be forwarded to the commitment office" can be found under "Is Vendor Incorporated" on the MVF. This clause was added to ensure that a Standard Service Agreement (SSA) and W-9 is on file in the commitment office for those vendors who perform a service and are not incorporated. The revised MVF can be found on the Business Services website at:

http://www.slu.edu/services/busfin/polpro/scannedforms/purch_vendorform.xls

For more information please contact Jeff Hovey at 977-8375 or hoveyj@slu.edu

Travel Policy, Procedures Updated

The following updates to the travel policy and procedures become effective in September 2007. These changes are in response to comments and suggestions made concerning meal receipts and cab fares related to personal meals while in travel status.

Meal Reimbursement Changes

University travel policy for meals currently states that "all meal reimbursements require a receipt" and will be "reimbursed up to the daily meal per diem rate allowable using the United States government guidelines for each locality." Although meal receipts is the preferred method, based on comments and suggestions from frequent travelers regarding the difficulty in always obtaining receipts, an additional option is being offered. Effective Monday, Sept. 10, travelers will have the option of claiming 60 percent or less of meal per diem in lieu of submitting meal receipts. Please note: only one method can be used for each trip. A combination of 60 percent per diem allowance and receipts for different days of the same trip is not allowable.

In order to accommodate and clarify business entertainment expenses while in travel status, a new line has been added on the ETERV to record these expenses. A new form titled "Meal and/or Entertainment Form" has been created to document the name of each guest and their business affiliation. It should be completed and attached to the ETERV. The Business and Entertainment form (BEEV) should not be used.

Ground Transportation Changes

Effective Monday, Sept. 10, original receipts are required for ground transportation in excess of \$10 per day. The business purpose should be noted on each receipt.

Reimbursement for ground transportation for personal meals while in business travel status is allowed when used for legitimate purposes such as safety or limited restaurant availability. As a general guideline, up to \$20 per day will be considered. The original receipt and the reason for this ground transportation should be on the ETERV.

On-line IDO System Implementation

Implementation and testing continues for the new on-line IDO system, eSeeIDO. A group comprised of service department users and selected power end users participated in acceptance testing on September 6. Development defects and issues were identified and are currently being addressed by the programmer, Ki Cheng in preparation for the pilot phase of implementation which will begin the week of September 17. The system will be piloted in production by all service departments and selected end users for two to four weeks and will then be rolled out to all end users.

Financial Planning & Budget

After the FY07 year-end procedures and information requirements were satisfied, and the FY08 budgets were uploaded into INB, the Office of Financial Planning and Budget began working on various annual fiscal analyses prior to preparing for FY09 budget planning. During the course of these analyses, FPB is focused on improving efficiencies by documenting and revisiting current practice/procedures. FY09 budget planning should begin late this month.