



**Council of the University of Idaho Business Officers
Summary Notes
September 10, 2015**

Foreign Travel and Compliance – Arch Harner, Director of Research Assurances

International Travel on behalf of the University of Idaho, as a representative of the university (sabbatical) or student must be registered with the International Programs Office (IPO). Travel Registration can be done online from the IPO webpage found under the International Travel tab. Travelers should register at least 30 days prior to departure as per APM (70.23, B-1, a.iv). Prior registration insures that Export Control and Risk Management are able to process the travel as needed. If registration is not done reimbursement for travel cannot be processed and the university will assume no responsibility for liability claims during travel as it will be deemed unofficial. This applies to ALL international travel performed on behalf of the University not just travel for grants. Discussion in regards to alerts and more transparency so those processing travel and reimbursements will know prior to the trip that registration has or has not occurred. Also discussed the possibility of an annual reminder in the U of I announcements to alert travelers of changes in policy and the registration process.

Vandal Web Updates – Kim Salisbury

Changes have been made to VandalWeb in the Pending Travel\Purchasing Card Claims tab. This can be found from the homepage under the Employees tab and then in Financial tasks. Improved status information to enable approvers to see what they need to approve and where items are in the approval queues. Items that are in "Awaiting your approval" will now be a link to the approver's queue. It will also show a new column titled "Role" this will describe the role one has in regards to submitted travel; Approver, Traveler, etc. Additional changes to TravelWeb have included additional breadcrumbs to enable for quick navigation between tasks and eliminating the need to go back out to the homepage.

Other changes discussed in regards to VandalWeb were: the ability to print DOAR reports directly from VandalWeb to one's printer if the printer name matches what is listed in Banner, FWRACTD now shows a column for the Primary Expense Code, Purchasing Service Contracts is now in production on VandalWeb and we are meeting soon to discuss all the feedback and comments given on the system, Departmental Inventory Reports are now being used in ARGOS, if you have comments on the Inventory reports please forward them to Joe Groves and finaccess@uidaho.edu.

Please see the below handouts provided for the attendees to more clearly illustrate changes made to items discussed.

Purchasing Card Banking Laws Effective October 1st, 2015 – Linda Keeney

As of October 1st, 2015 banks are changing who is liable for the disputed fraud when associated with credit cards. In the past the bank would assume responsibility if fraud was reported and the merchant would not reimburse for fraudulent charges now beginning in October the vendor will be responsible. Due to the change new chipped cards have been issued to all current purchasing card holders. Attendees were advised to contact Linda Keeney in the event that they do not receive a new card and pin number that will follow in another mailing. New cards should arrive directly to the card holder, however, some cards are still being sent to Linda because of incorrect mailing addresses. She is sorting through them as time permits to distribute them to the appropriate card holder.

New cards must be reactivated, and as a reminder personal Social Security Numbers are not used for University of Idaho purchasing card applications. If a card holder needs to call the credit card company or bank and may be asked for the last 4 digits of their SSN, the number to provide them is 0000 or they can contact Linda Keeney for information. Also, as a reminder, though cards now have assigned pins that vendors may request they are still credit only not debit.

Discussion followed about card readers needing to be replaced due to new chipped cards. Ron Town commented that decisions were pending based on the findings from the PCI compliance review and upcoming RFP. Options to move from Credit Card Readers to Market Place were discussed by attendees and Kim Salisbury.

New State of Idaho Travel and Entertainment Policies Effective August 18, 2015 – Linda Keeney

State of Idaho policies regarding Travel and Entertainment have been updated effective August 18, 2015. The new policies are more clearly written making it easier to use and apply with specific language and required documentation identified. Travel reimbursement only eligible on travel that has prior approval and is in official travel status. It is considered travel if it is 50 or more miles or an overnight stay. In cases where official travel is to places within 50 miles mileage may be reimbursed but not per diem. Attendees were encouraged to use payment methods to reduce reimbursements such as purchasing cards.

If a traveler chooses to use a personal card for points and premiums it has been clarified that those perks are not claimed by the state and owned by the traveler.

Traveling with a disability or other reasonable accommodations are encouraged to be declared and made at the time arrangements for travel are being made. Discussions on where to find criteria for determining a disability including being referred to Human Resources for guidance on decision making and interpretation of policies.

New State of Idaho Travel and Entertainment Policies Continued

Other costs discussed in regards to travel policies are as follows: Internet access during travel is an allowable expense if it is included in the travel authorization and that is it determined that work during travel time where fees would be incurred for internet access is crucial to University of Idaho business. Per Diem was also discussed. Tips are included in the per diem and may not be claimed separately or in addition to per diem. Continental breakfast provided by a hotel is not considered part of the daily per diem allowance.

Group Discussion

Position Control:

Please provide position control with as much advanced warning as possible for deferred or spread pay employees that are changing in their positions. Changes that would be helpful to know about in advance include retiring, position changes, and termination of employment. The more advanced warning position control has the more smoothly the transition will be especially for employees who are currently on deferred/spread pay.

Budget Office:

FY2017 will have 27 payrolls instead of the normal 26. Before we can make final announcements on what impact this may have, especially for positions which are on deferred pay, we will need to know what decision is made regarding deferred pay and when any changes are going to be made. The Provost is pulling together a work group to look at deferred pay and determine options/make recommendations.

FY2016 fringe benefit caps should be available soon – they have been calculated but there have been some rollup changes that need to be incorporated into the amount.