

YOUR *Business* CONNECTION

MAY 2018

www.uwlax.edu/business-services

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Welcome!

Business Services hopes you enjoy our May issue of *Your Business Connection*! We are pleased to be bringing you updates, reminders, and highlights of the resources on our webpages. Each article links you to additional information. We know *Your Business Connection* will become a valuable tool for you!

Fiscal Year End 2018

The end of the fiscal year (FY) is fast approaching. To help you prepare for it, please review the [Fiscal Year 2018 Business Services, Budget Office, and Facilities Management Deadlines](#) document. The document provides a list of items that need to be submitted prior to the fiscal year end, each item's due date, and who to contact for assistance.

A few fiscal year end notes to keep in mind follow:

- **Purchase Requisitions** for less than \$50,000 are due May 15 and should be submitted as soon as possible to allow adequate time for processing.
- **Requests for e-Reimbursement** should be entered as soon as possible as well to allow adequate time for approval and review.
- **Conference registration fees** can be purchased in FY18 for conferences occurring in FY19 provided the registration is identified as an Early Bird offering expiring before the end of FY18.
- **Conference registration fees** can be purchased in FY18 if the conference occurs prior to October 1 and a discount is available if booking in FY18.
- **Memberships and subscriptions** should be paid only once per fiscal year and no more than 90 days in advance. However, there are a few documented exceptions that must be approved by Business Services prior to payment. Please refer to the Business Services [Membership Policy](#) for more information.

For additional information, please view our [Dates and Deadlines](#) webpage.

SFS to Be Updated in October

An exciting update to SFS, our Shared Financial System database, is coming in October of 2018. Please see the [UW System Administration SFS Upgrade Project](#) website for more information. We will be providing updates on the [Business Services](#) homepage.

TRAVEL INFORMATION

Reminder to Be Authorized to Drive

Any person (employee, student, or volunteer) who will be driving a vehicle (personally owned or rented) on University business must be authorized to drive.

To become an authorized driver, review the [Driver Authorization Policy](#) and complete a Vehicle Use Agreement (VUA). The VUA was formerly referred to as the Driver Authorization Form. If you previously submitted a paper Driver Authorization Form, you still need to complete an electronic VUA.

Employees and students must complete an electronic VUA by logging into the Wisconsin Department of Administration [VUA Sign-up Portal](#). Volunteers must complete a paper VUA and submit it to Business Services.

If you have questions, please contact [Scott Holzem](#).

Mileage Reimbursement Rates

The following rates are in effect for reimbursement of mileage after driving your personal vehicle while conducting University business.

- Roundtrip less than 100 miles
 - Standard Rate of \$0.545 per mile.
- Roundtrip more than 100 miles
 - Turndown Rate of \$0.352 per mile.
- Roundtrip by non-employee
 - Standard Rate of \$0.545 per mile.

Please be certain to complete a [Vehicle Use Agreement](#) (previously called a Driver Authorization Form) prior to your trip. Please refer to the [Top Ten Things You Need to Know Before You Travel](#) for more information about mileage reimbursement.

Relocation Payments

Per IRS regulations, all relocation expenses incurred on or after January 1, 2018 are considered taxable income and, therefore, subject to applicable income and employment taxes. UW System is updating their Relocation policy as well as the e-Reimbursement module to reflect this change. For more information, refer to the university [Relocation Policy](#) and contact [Mike Gasper](#), Accounts Payable Manager.

Guidelines for Renting Vehicles

Be Authorized to Drive Prior to Renting a Vehicle

To become an authorized driver, you must review the Driver Authorization Policy and complete an electronic Vehicle Use Agreement (VUA) by logging into the Wisconsin Department of Administration [VUA Sign-up Portal](#). This still has to be completed even if you previously submitted a paper Driver Authorization Form.

Use the UW System Contracts Only

When reserving a vehicle, identify yourself as a UWL employee requesting to use the UW System contracts with Enterprise Rent-A-Car and National Car Rental through the Big Ten Alliance Contract. Please view the rates and reservation information on the [Enterprise Rent-A-Car & National Contract](#) webpage and follow the instructions below:

- Click on the lock next to the phrase (Sign-in with UW ID to View).
- Select your organization: UW-La Crosse.
- Enter your NetID and password.

To Reserve a Vehicle for Pick Up in La Crosse

- Reserve on-line through [Concur](#) or
- Call Enterprise Rent-A-Car located Downtown at 227 3rd St. at 608-786-7400 prompt 4.
- Call Enterprise Rent-A-Car located at the Airport at 2850 Airport Dr. at 608-781-5094. (Additional fees apply.)

To Reserve a Vehicle for Pick Up Outside of La Crosse

- Reserve on-line through [Concur](#) or
- Call a Fox World Travel agent at 1-866-230-8787

Do Not Purchase Additional Insurance

The university is unable to pay for or reimburse for additional insurance because the Big Ten Alliance Contracts include sufficient collision (CDW) and liability (LDW) insurance coverage.

Refuel the Vehicle Prior to Returning It

The university is unable to pay for or reimburse for vendor refueling or prepaid fuel packages. These options must be declined when picking up the rental vehicle. Drivers are responsible for refueling vehicles prior to return with the same level of fuel that they received at time of rental. Receipts for gas are required to support reimbursement requests.

Pay for the Vehicle with a Card in the Driver's Name

Payment for the rental vehicle is due upon return of the vehicle and must be paid with a credit card in the driver's name. Although using your personal credit card is acceptable, using a University Purchasing Card is preferred.

For more information, see the [UW System Administrative Policy 425, Use of Personal Vehicles, Rental Cars, and Fleet for Business Transportation](#)

TRAVEL INFORMATION

Food: Approval Form, e-Reimbursement, & Hosted Meals

Please keep the following in mind:

- The [Food Expense Approval Form](#) has been modified. For working meetings, the updated form requires the contact person or form approver to initial that the meeting time was the only available option for the group to meet.
- Hosted meals for interview candidates, presenters, etc. and hosted meals occurring while in travel status need to have a completed and approved Food Expense Approval Form prior to the event. Please view our [Hosted Meal Rates](#) webpage for complete details.
- When completing an e-Reimbursement that includes hosted meals, please attach the approved Food Expense Approval Form and all supporting documentation, including itemized receipts, and agenda, and a list of attendees.

To view and start using the revised form, visit our [Forms](#) webpage. To refer to the policy, please visit our [Policies and Procedures](#) webpage. For additional assistance, please contact [Mike Gasper](#) or [Julie Schumacher](#).

Booking Individual Travel

Prior to booking individual travel, all faculty, staff, and student employees must set up a profile in [Concur](#).

If you need to make travel arrangements (lodging, flights, and vehicle rental) for a non-employee such as an interview candidate, a guest speaker, or a non-student employee, you must complete a [Non-Employee Travel Request Form](#). UW System Travel Representative Debbie Talbott receives these forms and assists with making travel arrangements for these individuals.

If the non-employee incurred expenses in which the university has agreed to reimburse, please complete a [Non-Employee Profile Set up Request](#) form in order to create and submit an e-Reimbursement on behalf of the non-employee.

If you need help, please contact Business Services at 785-8554 or the following individuals:

- [Beth Naas](#): Colleges, School of Education, Continuing Education and International Education & Engagement
- [Julie Schumacher](#): Student Affairs, University Advancement, and Diversity & Inclusion
- [Ryan Preuss](#): Academic Affairs and Administration & Finance
- [Mike Gasper](#): Executive, Relocation, and Employee Education Assistance Reimbursement

Lodging Updates

Requirement for Individual Lodging Reservations

When reserving non-conference site individual lodging, you must use [Concur](#), the online portal, or call a Fox World Travel agent at 1-866-230-8787.

Requirement to use Contract Hotels for Non-Conference Site Individual Lodging

University employees must utilize contracted hotels. You can identify contracted hotels in Concur as they have the phrase "*Most Preferred Hotel for UW System*" or "*Preferred Hotel for UW System*" on the banner below the vendor. Hotels without these identifiers can only be utilized if you provide documentation that accommodations are not available at contracted hotels.

Reservations for Conference Sites

You are allowed to reserve lodging for conferences at the conference host site(s), however, you are strongly encouraged to search Concur for a lower rate than the conference site rate.

Use Contract Hotels for the City of La Crosse

To make reservations for individual lodging, you must use [Concur](#), the online portal, or call a Fox World Travel (FWT) agent at 1-866-230-8787. The contract hotels in the City of La Crosse are the Radisson and the Hampton Inn & Suites.

If you want to set up a direct bill for the reservation that you made in Concur or with the FWT agent, call the Radisson at 608-784-6680 or the Hampton Inn & Suites at 608-791-4004.

Please note: When submitting the invoice for the direct bill to Business Services, please attach all supporting documentation such as an itinerary, agenda, or contract to the approved invoice.

Lodging Policy

For additional information on lodging, please view the following references:

- [Lodging Reservation and Payment Procedures](#)
- [Program FAQ's](#)
- [UW System Administrative Policy 415: Purchase and Payment of Lodging](#)

Southwest Airlines Update

In the wake of a tragic incident on April 17th, Southwest Airlines has initiated a plan to inspect all aircraft while attempting to minimize flight disruptions. Travelers using Southwest Airlines should be aware of the potential for flight delays and/or cancellations in the next few weeks. If you are traveling on Southwest, please check upcoming flight status directly at [Southwest – Flight Status](#). In the event of delay or cancellation, please contact the [UW Agent Team](#) for re-accommodation options.

PURCHASING & CONTRACTS

Complete ASSAs Prior to Service

Academic Support Service Agreements (ASSAs) are a form of contract for independent contractors to perform services for UWL. By entering into these agreements, the contractor agrees to abide by certain terms and conditions. To be effective, the ASSA must be signed by the contractor and UWL prior to the service or event covered by the agreement. It is important to remember that an ASSA is not a payment mechanism. Please refer to the [Contracting for Personal Services](#) webpage for more information.

Turn in Procurement Card Statements ASAP!

Please turn in your procurement card statements as soon as possible. This is especially important as we approach the end of the fiscal year so all expenditures are correctly accounted for. Be sure to submit an [Expense/Revenue Transfer Form](#) or note the expense code on your statement as necessary. For policies and procedures related to procurement cards, please see the [Procurement Card](#) webpage and contact [Amanda King](#), Purchasing Director, if you have questions.

Changes to your Shop@UW Cart!

Your cart will look different at checkout when using Shop@UW in order to improve transparency to Shop@UW users and to comply with federal accounting standards and guidance. For a full breakdown of what will be changing, why, and an example of the updated cart, please refer to our [Shop@UW](#) webpage.



BUSINESS SERVICES