

The Florida International University

EABM Meeting



April 8, 2009

Business Process Update

Travel & Expense

- ✓ **Use of Travel & Entertainment Card and My Wallet. My Wallet will allow employees to keep track of expenditures within PeopleSoft before entering them into an Expense Report.**
- ✓ **Online input of Travel Authorizations, Cash Advances and Expense Reports by users\travelers**
- ✓ **Ability to review of T&E Card transactions online daily from within My Wallet**
- ✓ **Online Workflow Approval of all T&E transactions**
- ✓ **Employee Bank Account Direct Deposit information coming directly from ADP. No need to fill out separate form for Controller's Office.**

FY 08-09 Year End Processing Deadlines

April

- ✓ **04/30/09 Requisitions and Specifications for Competitive Solicitations**
- ✓ **04/30/09 Requisitions for purchases under \$75,000 that require formal contracts**
- ✓ **All PO's and TAR's need to be closed at year end across all funds for the conversion process. Please plan accordingly.**

Credit Card Implementation Plan

Card Details

- ✓ **Commodity Card (ProCard):** used for departmental purchases of commodities and services only – not to be used for individual travel and expenses
- ✓ **Travel & Entertainment Card (T&E Card):** used by individuals for travel and entertainment expenses - including Foundation expenses
- ✓ **Group Travel Card:** used for group, candidate, and student travel, as well as, employee travel for those who do not qualify for a T&E Card or need advance payments.

Credit Card Implementation Plan

Card Details

	Group Travel Card	T&E Card	Commodity Card
Designed For	Administrative; Makes Travel Arrangements for Candidate Travel, Student Travel and Dept Individuals that do not qualify for a T&E Card; Issued to Each EABM or designee	Traveler; 3 or more times per year	Dept Purchaser
Base Card Limits	5,000 per transaction 10,000 monthly	2,000 per transaction 5,000 monthly	1,000 per transaction 5,000 monthly
Approved Purchases	Airfare, Hotel, Registration or other Travel Expenses	Airfare, Hotel, Registration, other expenses, sanctioned meals & entertainment	Commodity (office supplies, etc.) and Approved Services
Card Color	Use Current Card	Grey Corporate Card	Use Current Card

Credit Card Implementation Plan Rollout

	Group Travel Card	T&E Card	Commodity Card
New Cards	<u>Dates</u>	<u>Dates</u>	<u>Dates</u>
Finance Managers Identify Eligible Individuals	April 17	Need these individuals identified first no later than April 15	April 17
Credit card administration will send out web link for application to individuals identified by card type	April 20	April 15	April 20
Application completed and approved by the appropriate level; VP, Dean or Designee	May 4	May 4	May 4
Order Cards – From BOA	May 5	April 15	May 5
Conduct Training for Group Travel & T&E	May 11 to June 12 *Training could occur and cards could be issued prior to the above dates.	May 11 to June 12	May 11 to June 12
Issue Card at Training	May 11 to June 12	May 11 to June 12	May 11 to June 12
Activate Cards	When Issued	June 16 th	When Issued
Procedure for use during year end and go live	As soon as issued, transaction year per close calendar	June 16 th with all transactions in My Wallet posting after July 13th	As soon as issued, transaction year per close calendar

Credit Card Implementation Plan Rollout

	Group Travel Card	T&E Card	Commodity Card
Existing Cards			
Issued	New Card Automatically if Designated on the list from Dept	N/A	New Card Automatically if Designated on the list from Dept
Procedure for use during year end and go live	Continue as usual, transaction year per close calendar	N/A	Continue for commodity purchase only, transaction year per close calendar