Welcome to the First Issue of our Newsletter.

We hope you enjoy this new way to keep you informed of the latest updates in Financial Affairs.

Financial Affairs Updates:
As some of you may know, the Office of Financial Affairs has reassumed the role of overseeing Payroll. We recently fully staffed our Payroll team with the new hire of Melissa Panella, Payroll Clerk.

Payroll Updates:
Now that the Fall Semester is underway and Student Employment has reached full stride the Payroll team would like to reach out to the College community with a friendly reminder of some of the Dos and Don'ts of Student Employment.

Do contact payroll immediately if your student employees encounter a problem submitting their timesheet.

Do contact payroll immediately if you encounter a problem with approving your students’ time sheets.

Do setup a proxy approver and alert that person when you will not be available to approve your students’ time sheets.

Do allow your student employees to take a meal period when working over 6 hours in a day.

Do ensure that they have entered their meal period on their time sheet (when applicable).

Don't allow student employees to work until they have completed the necessary employment paper work with the Student Employment office.

Don't encourage the use of paper time sheets. Entering their time worked in banner web is a condition of their employment.

As always the payroll team is here to support our student employees and supervisors. Please don't hesitate to contact us with any questions or concerns. Inquiries can be forwarded to payroll@utica.edu or Melissa Panella at x3135.

Purchasing and Accounts Payable Updates:
WE MOVED BACK TO CAMPUS!!
The Office of Purchasing and Accounts Payable is now located at 111 Hubbard Hall.

Staples Advantage:
Utica College receives competitive pricing from Staples Advantage and you can too! You can now enjoy the same discounts on the things you are planning to buy for yourself and others. Simply click here to register for your personal account. Once the registration has been completed, Staples will email you your temporary log in for your personal account. Once you log into the personal Staples Advantage Account, place your order!

Wyndham Hotel Group:
Utica College employees, contractors, students, retirees, or alumnus may now take advantage of up to 20% discounts at all of Wyndham participating brands (for a complete list of participants, please see the Purchasing and Accounts Payable webpage). This discount can be used for both business and leisure travel. Please click here to book online (the URL link prepopulates your ID number into the reservation to deliver the discounted rate and track the reservation), or call 1-800-525-5501 and give them the Discount Code ID: 1000007780 and Affiliate ID: 005490.

Utica College One Card:
If you currently hold a Utica College Credit Card and have not received training on expense reports, please contact Colleen Bentley-Ciccone by phone at x3018 or by email cmbentley@utica.edu at your earliest for a training session.

General Accounting Updates:
Did you know...
The IRS requires us to report money spent on activities outside of the United States, including country and purpose. Therefore it is very important to code Domestic and Foreign Travel appropriately. All departments, except Athletics, please use account 742000 for Foreign Travel (including Canada). Athletics please use accounts 740502 Travel Recruiting Foreign, and 740701 Team Travel Foreign.
**General Accounting Updates: (Cont’d)**

**Business Travel and Entertainment Tips:**

**Mileage:**

a. All travelers requesting Mileage Reimbursement must include the following with their Travel Voucher: Starting point, destination, and a print out of MapQuest showing the number of miles traveled. If an employee is on business travel and is traveling from home on a normal work day, you must deduct the normal roundtrip mileage to Utica College.

b. **The mileage Rate effective January 1, 2015 is .575.**

Current mileage rates can be found at: [http://www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715).

**Tax Exempt Status:**

a. Utica College is exempt from paying New York, Florida, and New Jersey sales tax and Federal excise tax on all goods/services purchased by travelers for business use, including meals, hotel or motel stays, air or train travel, and automobile rentals.

b. Tax exempt Forms for each state are available from the Office of Purchasing and Accounts Payable, and should be provided to vendors in advance or presented upon arrival at each destination. Tax Exempt Forms should be used whenever possible.

**Reminder - The College does not reimburse you for New York, Florida, and New Jersey State sales tax. If sales tax is included, the employee may be responsible for obtaining credit from the vendor for tax charges on the One Card.**

**Business Meals:**

a. Business meals generally include at least one non-College employee. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.

b. Regardless of whether the meal is direct-billed, provided by the College’s dining service, or paid for by an employee who wishes to be reimbursed, receipts detailing all food and beverages consumed must be provided. (Credit card SUMMARY receipts are not acceptable for this purpose.

c. In addition to itemized receipts, IRS rules require documentation of the time, date, place, business purpose and attendees at the meal.

As always, please call with any questions you may have, especially prior to your trip. We will gladly help you out. Paula x3907, Carol x3031 or Camille x3192.

---

**Out of Pocket Reimbursable Expenses:**

If you are submitting for Out of Pocket Reimbursable Expenses ONLY:

1. You must complete your Out of Pocket Reimbursable Expenses in CentreSuite.
2. After you submit the electronic copy through CentreSuite, you must print out a hard copy, attach all original receipts, and send this directly to Financial Affairs to process.

It is your responsibility to notify Financial Affairs with the Hard Copy Expense Report and receipts that a Reimbursement is due to you. The sooner we receive this, the sooner your request is processed.

**Missing Receipts:**

If you are missing a receipt for a transaction included on your expense report, you must complete the Missing Receipt Form found [here](http://www.gsa.gov/portal/content/100715) and the Form must be signed by your supervisor.

---

**Our Staff:**

**Financial Affairs**
Pamela Salmon, Interim VPFA and Treasurer x2463
Ann McGowan, Assistant Comptroller x3270
Kristin Haag, Dir. of Financial Planning & Analysis x3742
Brandi Dodge, Senior Administrative Assistant x3011

**General Accounting:**
Camille Sorbello, Accounting Manager x3192
Carol Bates, Accounting Specialist – Payroll x3031
Paula Bochniak, General Accounting Clerk x3907

**Purchasing/AP**
Bobbi Smorol, Director of Business Services x3017
Colleen Bentley-Cicone, Asst. Dir. of Business Svcs x3018
Megan Belfield, Accounts Payable Specialist x3718
Amanda Bielby, Accounts Payable Specialist x3128

**Copy Center/Mailroom**
Lisa Rabideau, Coordinator of Communication Svcs x3145
Mary Agnew, Copy Center Specialist x2497
D. Scott Welch, Asst. Communications Coordinator x3144

**Payroll:**
Gary Carrock, Academic Financial Analyst/PR Sup. x3198
Melissa Panella, Payroll Clerk x3135

**Environmental Health and Safety**
Rob Cross, Dir. of Environmental Health & Cons. X3743