

Look to Business Matters for important updates and information from the "Business Office" units within Finance & Administration.

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NYS Fiscal Year End Shut-Down in March

The SUNY fiscal year does not end until June 30, but NY state stages a short shut down of the State Financial System (SFS) at the end of each March to process their fiscal year-end data.

This year, March 18 is the due date for anything that needs to be processed before the system comes back up around April 11. This includes: purchase requisitions that need to be made into POs, Travel Vouchers, and invoices that have been approved for payment. Procurement Card purchases will be able to continue during this period, but your account totals in BI will not reflect purchases made during the shutdown.

Any questions, please don't hesitate to call... Terri x2555 or Cindy x3388

Travel Reimbursement Schedule

As of April 1, 2015, the NYS Office of the State Comptroller instituted the requirement of submitting travel reimbursement documentation within 30 days of the end of the trip. Please encourage all campus community members to submit their travel vouchers as soon as possible after their return from a trip.

From the Office of the State Comptroller - Travel Manual:

Expense reports should be submitted within 30 days of the end of the travel event to account for all expenses, reimburse the traveler for out-of-pocket expenses and reconcile the associated agency travel card charges. Employees are still required to submit expense reports to account for all expenses even if they miss the 30-day submission window.



Mileage Rate Change

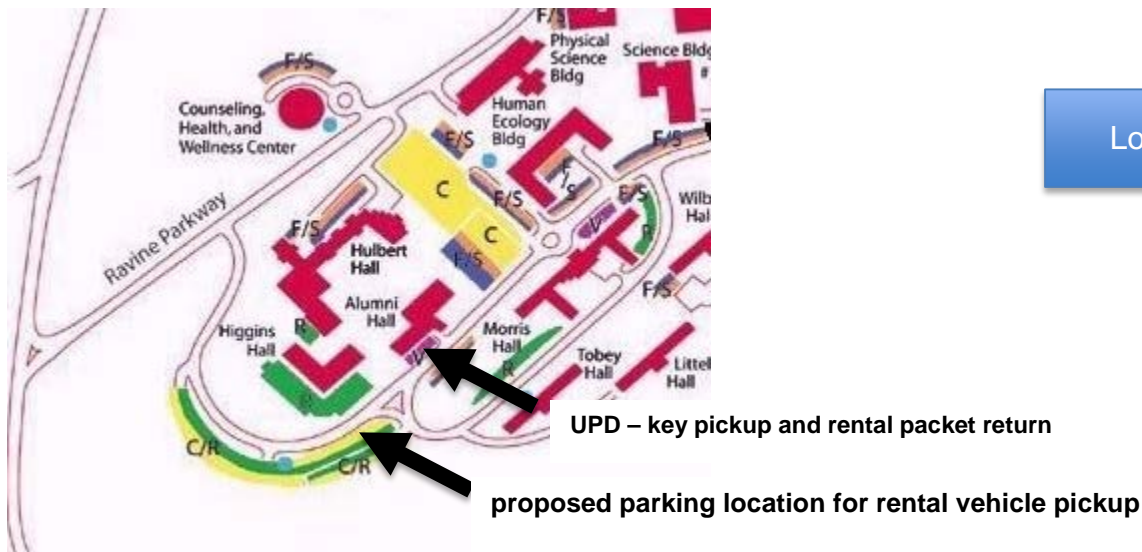
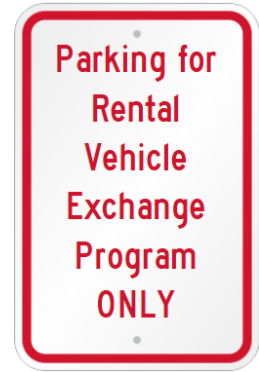
As of Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is:

- 54 cents per mile for business miles driven (was 57.5 cents for 2015)
- 19 cents per mile driven for medical or moving purposes (was 23 cents for 2015)

<https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>

Coming Soon: New Hertz Pick-Up Location

As part of our continued efforts to facilitate campus delivery of Hertz rentals, a new space has been designated as the pick-up/drop-off location for rental cars. A set of restricted parking spaces in the Lower Toby Commuter Lot, (the curved parking lot at the southwest edge of the campus across from Higgins Hall, sometimes referred to as the “Banana Lot”) will be the new location to pick up Hertz rentals and leave your personal vehicle. This will allow more available spaces and facilitate overnight parking for those on multiple-day trips. The new location will be ready for use within in the next several weeks; the effective date will be announced soon.



For more information about Hertz rental procedures click [here](#).

Change in Canadian Entry Requirements for non-US Citizens

Beginning on 15 March 2016, entry requirements into Canada by air will change. Citizens from countries **other than the USA**, who do not require a visa to enter Canada, will need to apply for, and receive an electronic travel authorization (eTA) prior to arrival. There is a cost of CAD \$7 to register, and the eTA will be valid for 5 years, or until the expiration date of the registered passport, whichever comes first.

eTA PDF Flyer: <http://www.cic.gc.ca/ftp/eta/pdf/factsheet-feuilleinfo/english-low.pdf>

Government of Canada Immigration and Citizenship page for additional detail, including list of countries that need to apply for an eTA: http://www.cic.gc.ca/english/visit/eta.asp?utm_source=slash-eta&utm_medium=short-url&utm_campaign=eta

Personal E-ZPass[®] - OK to Use in Same Class Rental Car

Personal E-ZPass[®] devices can now be used in rental vehicles if the vehicle is of the same class – e.g. passenger car to passenger car. The traveler should submit their E-ZPass[®] statement with their travel voucher for reimbursement.

Please do not activate the Hertz provided device (Plate Pass).



If you use your own E-ZPass[®] device, be certain to remove it from the vehicle when you return from your trip!!

Invoices

If you receive invoices directly to your department, please forward them to Procurement and Travel, 218 Netzer Admin Bldg. In the case of on-line invoices, such as S&B, please forward them to procurementandtravel@oneonta.edu.

Mailroom Shipping Improvements!



Coming soon, the College Mailroom will have a new service, “Best Way”, which will provide rate comparisons for USPS, UPS and FedEx for your shipments. This service will save departments’ time and money by taking the guessing game out of which vendor to choose. A universal form will be provided by the Mailroom to attach to packages or any other item that needs to be shipped with tracking. With the information you provide, the Mailroom will use Best Way to select the best carrier for your shipment (you may still designate a particular carrier, if necessary). Remember, using the Mailroom to ship your packages provides your department with discounted pricing that other vendors cannot offer.

“Making Cents” Financial Literacy Program

With support and funding from the SUNY Investment and Performance Fund, the [Making Cents](#) program is expanding to include additional events, online educational modules, and Banner-based tools to help students minimize borrowing and make sound financial decisions for their future. Data will be collected to measure progress toward improving retention and degree completion, reducing financial stress, and decreasing average debt at graduation and loan default rates. There will be many opportunities for members of the campus community to participate as volunteers and contribute to the program with their expertise. Liz Brockert, Sr. Staff Assistant in Student Accounts, will be leading the program; stay tuned for ways to become involved in the coming months!

Let's Rock the Campus Fire Inspection!

The annual campus fire inspection will be conducted this month by the NY Division of Homeland Security and Emergency Services, Office of Fire Control and will begin March 21. Please take a close look at the space in your area to identify possible violations, with particular attention to the following:

- Power strips that do not meet code standards (see below for examples)
- Power strips that are "piggy-backed" (one power strip plugged into another)
- Extension cords
- Missing ceiling tiles
- Obstructed doors or hallways
- Fire doors propped open (fire doors are tagged on the hinged edge of the door)
- Items stored less than 18 inches from the ceiling
- Space heaters
- Excessive paper

You may not use any of these in your room:



You can only use power protected strips or outlets



If you notice that a repair is necessary in your area, be sure to file a work request online at the MOC iService Desk.

Please contact Norm Payne at 2021 or Norman.Payne@oneonta.edu if you need assistance in addressing a potential violation, have questions, or would like more information about code requirements.