

SUNY ONEONTA Business Matters

May 2015

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

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Year End Spending Deadline Reminder

Year-end spending deadline dates to ensure adequate processing time for departmental transactions are as follows:

- **Friday, May 15:** Consider your recharge needs through year-end and submit transfer requests by this date. Academic Affairs departments should send requests to their Dean and Cindy Magee. All other units should send allocation transfer requests to the Budget Office.
- **Friday, May 22:** Purchase requisitions must be submitted to the Procurement & Travel Office and P-Card transactions must be completed by this date. Reminder – current year purchases under \$100 that are not received by mid-August will be paid from the department's new-year funding. Travel Reimbursement Authorizations for employee travel expenses through June 30 are also due by this date.
- **Friday, June 19:** Campus supply room orders are due by this date.
- **June 30:** Spending for print shop, mail, telecommunications and campus vehicles may continue through June 30 as long as department recharge balances are sufficient.

Please refer to the document, [IMPORTANT YEAR-END SPENDING DATES FOR 2014-15](#) for details and contact information.

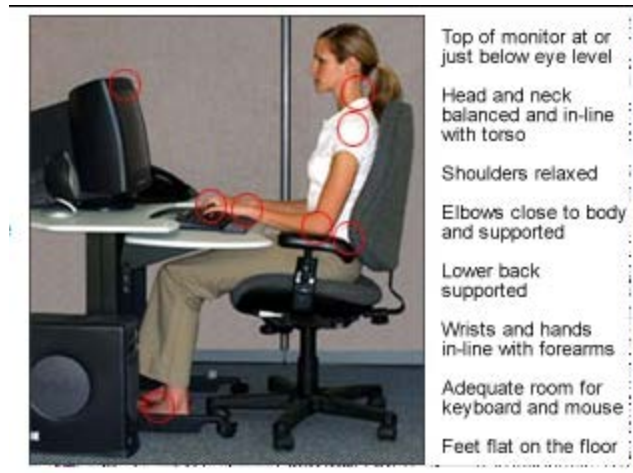
2015 Mileage Reimbursement Rates

The current reimbursement rate for personal-car mileage is 57.5 cents per mile. Please remember that if a traveler chooses to use a personal vehicle when a rental vehicle and associated costs are less, reimbursement will be only up to the rental costs of a standard sized vehicle. More information and links to a calculator tool to compare costs are available [here](#).

OSHA E-tool for Ergonomics

Take a look at your workstation. Simple inexpensive solutions such as adjusting the height of your chair or moving your phone could make a big difference to your comfort and encourage greater productivity. The following link has a number of tips to consider when evaluating your work station.

www.osha.gov/SLTC/etools/computerworkstations/



College Continues Sustainable Move-out Efforts...

The Office of Sustainability is coordinating a “[Move Out Donation and Reuse Program](#)” from May 4 - May 14. This program will collect the gently used items from the 15 residence halls. Items include clothing, shoes, bags, linens, office supplies, toiletries, cleaning supplies, laundry supplies, sporting goods, storage containers, appliances, electronics, nonperishable food items, books, toys, kitchen appliances, furniture and much more. On May 18, the items will be donated to the charities and community members in Otsego County. Last year, the program collected and donated more than 90 cubic yards of material including 25 futons, 50 rugs and 75 pairs of shoes.

New Business Intelligence Tool

SUNY Business Intelligence (BI) Finance is a new finance tool that is available to Account Managers. It has been developed by SUNY System Administration IT and uses dashboards and reports to provide account information to Account Managers. It has more functionality than the current SUNY SMRT system and will eventually replace it. Beginning this summer, there will be group trainings for BI Finance offered. If you are interested in having access now or would like additional information please contact Rebecca Porter-O'Donnell at x2113 or rebecca.porter-odonnell@oneonta.edu.