

Office of Business and Financial Affairs would like to make everyone aware of some policy updates and department changes:

- Please visit the Controller's website to review updates to the University Travel Policy <https://www.una.edu/controller/> . You are encouraged to read the policy in its entirety to ensure knowledge of the policy. A travel spend matrix is also posted to provide a more pictorial view of travel spend options.

A few notable updates:

- Per Governor Ivey, the in state per diem has been increased from \$75/ day for an overnight trip to \$85/day if trip is one overnight stay or \$100/day if the trip length is more than one overnight stay.
- Travelers may choose the in state per-diem ***or*** actual expense reimbursement for in state travel with itemized receipts when traveling in state ***for the purpose of attending or assisting in hosting a convention, conference, seminar or other meeting of a national organization of which the state or individual is a dues-paying member using the Out-of-State travel reimbursement form.***
- Out-of-State reimbursement is a choice for travelers to claim a daily per-diem reimbursement for meals & incidentals or to claim actual expenses with itemized receipts for the entirety of the trip.

(See policy for more specific details)

- The Students Account Office and the Mane Card Office have been merged to provide more resources toward the task of managing the collection of money across campus. Any and all entities collecting money for department use, study abroad, fees, or other should work with this team, managed by Ms. Aleah Clark, to determine the best method of collection.
- Fiscal Year End – Please keep in mind the end of the current fiscal year is fast approaching. All expenses associated with the current fiscal year should be submitted as quickly as possible to facilitate year-end closure.
The Office of Procurement will post purchase orders and p-card transactions to the year that is appropriate based on the timing of the event or the receipt of product. While grant funding is tied to the timing dictated by the awarding body, it is still necessary to financially close the year in Banner. Thus, all of the paperwork required for expenses or matching funds should be turned in as soon as possible.
 - Accounts Payable has been relocated (across the hall) into room #17 within Bibb Graves.
 - Please forward approved FY18 invoices with appropriate signed purchase order copy to Accounts Payable by Friday, October 5. Keep in mind the Accounts Payable Office should receive the signed department copy of the purchase order only after the merchandise is received, they cannot process pro-forma (prepared prior to shipment) invoices. Please work with the Purchasing Office (x4206 or x5230) for guidance on how best to manage open orders for items that will not be received by Sept. 30, 2018.
 - Requests for reimbursements from FY18 budget should be received in the Controller's Office by October 11, 2018. Please contact Lisa Rhodes (x4232) or Mike Nelson (x4440) with any questions.

With best regards,

Cindy Conlon

Associate Vice President of Business and Financial Affairs