CSAB Meeting August 17, 2020

Attending:  Laurie Jacoby, Brooke Millett, Kelly Wolf, Mike DeMartini, Mark McCulloch, John Beeson, Angie Peatow, CJ Nelson, Brian Conley, Kayleen Cautrell, Adam Unger, Josh Buetow, Flo Hoskinson, Stacy Williams Wright, Della Green, Sally Frisella

Previous Topics:

PCard Audit: John reports that the audit process that Brian developed for PCard and Duck Depot transactions is working well and they continue work to develop a reporting strategy.

Duck Depot:

- PCS plans to feed Duck Depot card transactions into Concur where the statement will be attached reviewed and approved by a department budget authority, creating an audit trail and system of record for documents.
- Several committee members indicated they sometimes need to change an index or account code for Duck Depot transactions because the buyer completing the order may be unfamiliar with the proper accounting. They would like budget managers to be able to make accounting changes in Concur rather than have to create a JV in Banner.
- The implementation team will investigate options for changing the accounting distribution in Concur. We could simply move the accounting step from Duck Depot to Concur and let Concur generate the Banner JV.
- PCS is also working to expand the use of Duck Depot for many vendors not part of the catalog. Duck Depot will issue a PO to the vendor and load a PO (and encumbrance) in Banner. The vendor will still invoice the university department who will pay by entering a Banner invoice that liquidates the encumbrance.

Concur Invoicing: A few Concur users expressed interest in using the Concur Invoice module. Concur demonstrated this product which would replace the Banner Invoice function. UO has not licensed this module and does not have funding for it. Mark asked the group to express their interest, otherwise this initiative may be tabled.

Cancelled airline tickets due to COVID: Laurie reported that through the UO’s managed travel program, partner airline vendors have agreed to allow for name changes on cancelled tickets and are waiving exchange fees. United has proposed a UATP pre-load funded credit card for UO qualifying tickets. Once we have final accounting from UA, travel office will be able to refund the departments and use the card for future purchases for United Air tickets.

Travel Policy revisions: Kelly Wolf

UO announced a managed travel program at the time of the Concur launch. United Academics grieved the process believing it meant increased workload for faculty and loss of personal card benefits when purchasing their own air transportation. Because of the many changes to personnel with all involved units, no resolution has been reached in over two years. Travel policy was not updated during this time, however it is necessary to move forward with revisions.
Feedback will be sought from various groups on campus including Concur Service Advisory Board, research, travel, tax, budget managers, executive leadership team, etc. Final draft will be presented in October to Policy Committee and will undergo campus review for public feedback.

**Revisions:**

**Guiding principles:**

- NEW – Managed Travel Program to provide duty of care and exercise appropriate stewardship of public funds.
- Budget authority is undefined so that the interpretation of whether than includes grant administrator/PIs as approvers over their own funds is open interpretation
- John Beeson suggested taking out “when practical” the flexibility is baked into the policy
- Request (Concur) – is mandated to ensure duty of care and exercise appropriate stewardship of public funds. Even when an outside institution is paying, UO still has a duty of care and Concur captures travel information to populate Locate, UO’d Duty of Care software within Concur.

**Employee on leave:** Laurie to determine administrative department (Academic Affairs or Office of the Provost?).

**New employees:** Relocation reimbursement. UO Moving policy under review, there may be an option to pay a stipend vs. paying expenses.

**Airline travel** will be purchased using the booking tool or contracted travel agency (TMC).

- Includes strong language that airfare booked outside will not be reimbursed unless there is a compelling business reason. Example: international travel where carrier requires credit card used to purchase ticket.
- Language clarifies business or economy plus upgrade for international travel

**Cash Advances** are offer for limited circumstances (mostly student cash meal per diem.). Traveler’s are strongly encouraged to apply for corporate One Card.

**Paying for others when employees travel together:** this policy has been removed.

**Discussion:**

- about whether we need to draft overt language that says traveler’s need to pay for their own? Do we need to add language to procedure to discuss how an employee traveler may be reimbursed for expenses they pay on behalf of another employee traveler? This will possibly be spelled out in procedures.
- Adam Unger asked GE’s travel with students and the need to pay for hotels and meals. Options include Cash Advance with signature log for meal per diem. GE’s One Card may be used for UO student hotels. An administrative departmental One Card in a travel delegate’s name might also be an option.

**Meal Per Diem:** Language clarified for travel days.

**Hosting official Guests:** New fiscal policy reference/link. Gratuity is still reimbursed at 15%, the exception is if the restaurant automates gratuity for large group.
**Lodging:** Clarifies supervisor approval on over per diem hotels, changes language from “his/her” to “their”.

**Driving out of State:** when a traveler drives instead of (preferred) flies, the comparison quotes comes from Concur booking tool.

**Personal Vehicle Mileage:**
- Language changes from “mapping tool”, to Concur mileage calculator
- Insurance: When using a personal vehicle, policy will note that the driver’s insurance is primary. (This will eliminate a Risk & Safety form.)
- Verified that Driver’s Certification requirement is clearly indicated. Should drivers be certified to claim reimbursement?

**Loaned Vehicle** will change to “Loaned/Courtesy” Vehicle. Athletics to provide current agreement form to UO Safety and Risk.

**Per Diem** change from IRS High/Low City to GSA. Language provide clarification that location is based on where majority of business is conducted (rather than location of accommodations)

**Timing for new policy adoption:** Concur SAB was given a week to review the policy and provide feedback to Laurie, Mark or Kelly. Next week Kelly will incorporate all feedback and further vet the draft policy with Jamie, the Provost and others in preparation for the Policy Advisory Council (PAC) meeting in October. The PAC has a built-in public review period before the revised policy would be adopted.

**Moving:** Advancement required an exception to allow funds to be reimbursed for existing employee’s relocation. Kelly indicated this was not travel but part of Moving Policy would be considered in the updated Moving Policy revisions.

**Travel Website and TAG process:** Flo explained current travel request through travel safe and website where approval petition is submitted, to whichever group is assigned to review and then to enter Concur Request. The information that was on Office of the Provost’s website will transition to Travel website. The new COVID-19 button on the travel website will also contain pandemic related travel resources, unused ticket report, etc.

**Faculty member:** Mark will reach out to Faculty Senate to remind them that we need a new faculty representative on the CSAB and will share the policy revision with them.