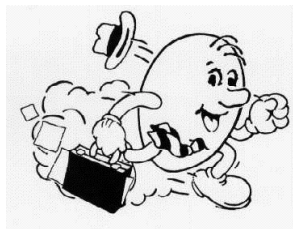


CHANGES TO STATE TRAVEL REGULATIONS

Effective Jan. 1, 2000, numerous state travel regulations affecting reimbursement rates were revised. The old mileage rate was 31 cents per mile. As of Jan. 1, the mileage rate will increase to 32.5 cents per mile.

State travel per diem schedules have been revised to reflect increases and decreases in the per diem rates. For example, the non-high cost per diem rate has been increased from \$50 per night to \$55 night for lodging. Meal allowances were decreased in some areas. For example, Bellingham is now \$30 per day for meals.



To review the current rates, you may access the U.S. General Services Administration website at www.gsa.gov/travel.htm. If you have any questions, please contact Amber Ray at the Travel Desk, X3341 or Karen Amarando, Accounts Payable Supervisor at X6815.

Topics This Issue



1. Revised travel regulations
1. Vendors without POs
2. Credit Card changes
2. Position Control forms

Reminder

When departments place a Purchase Order, please provide the vendor with an order number. Accounts Payable has been experiencing a large number of invoices from vendors without Purchase Order numbers. In addition, this is a reminder to all departments that when you place an order with a vendor, please be sure to send your order document to Purchasing directly after placing the order. This will avoid payment delays to vendors and will adhere to our prompt payment guidelines as requested by the state.

For questions, please contact Karen Amarando, Accounts Payable Supervisor at X6815.



NEW STAFF



Welcome to **Diane Fuller**, the new Fiscal Technician III in Accounting Services. Diane can be reached at X3040.

George Edward has assumed the position of "Help Desk" Coordinator in Accounting Services. The Help Desk number is X5890 or e-mail to george.edward@wwu.edu.



This column is usually devoted to questions and answers regarding Banner Accounting, financial reports or monthly procedures. Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, george.edward@wwu.edu or MS 9013.

Attention Current American Express Corporate Card Holders

WESTERN WILL BE CHANGING TO VISA

Every year, the Office of State Procurement (OSP) rebids the travel charge card program. In the past, the bid has been awarded to American Express.

This year, the OSP awarded the contract for travel credit card services to First USA Financial Services, which offers VISA. *This means that Western will be switching from American Express to VISA credit cards.* We are beginning the process to issue new VISA cards to all current American Express corporate card holders. The American Express cards will expire on Mar. 15, 2000.

We will be sending out new credit card applications to all current American Express cardholders next week. **Please fill out the forms and return them to the Travel Desk, OM330 by Feb. 7, 2000.** We will process the applications to First USA Financial Services and, once approved, a new credit card will be sent to you.

The new VISA cards will be used for all university related travel expenses just as the American Express cards were. Our current contracts with travel agencies, Bellingham Travel and Mutual Travel will remain in effect. All air travel still must be booked through these agencies.

If you have any questions regarding the new travel charge card program, please contact Amber Ray at the Travel Desk, X3341 or Karen Amarando, Accounts Payable Supervisor, X6815.



Notice from University Budget Office

Position Control Forms

As you are aware, the University Budget Office has been processing a huge backlog of Position Control Forms (forms received after mid-May). You will notice changes in this month's report balances documenting the fact that we are catching up. Any changes that impacted your department reserve funds will be documented with a budget journal voucher and a copy of the journal voucher will be forwarded to the department financial manager. Should you have any questions, please feel free to contact Kelly O'Brien at X4762.