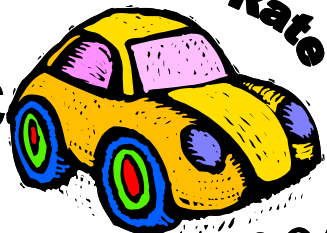


New Reimbursement Rate
40.5¢
per mile
Effective Jan 1, 2005



Effective January 1, 2005, the reimbursement mileage rate for privately owned vehicles is increased from \$.375 to \$.405 per mile. Questions may be directed to Amber Ray at the Travel Desk, X/3341 or Donna Foley, Accounts Payable Supervisor, at X/6815. For more info, go to the Travel web at www.acadweb.wvu.edu/BFA/BusinessServices/TravelDesk.htm.

The ESign Mileage and Day Trip Expense Voucher form has been revised to reflect this increase.



Welcome, Jennifer!

The Business Services Department is pleased to welcome Jennifer Hansen as our new Contract Administrator. Jennifer started at Western on January 10th.

Prior to working at Western, Jennifer held the position of Human Resources Manager at Cascade DAFO Inc. in Ferndale. Jennifer “cut her teeth” in Contracting when she served as the Contract Lease Administrator for the Port of Skagit County.

Jennifer is a graduate of Western Washington University (BA in Philosophy). Jennifer raises Golden Retrievers and she is a sponsor in the Foreign Student Exchange Program. Her current student is from South Korea.

Jennifer reports to Hal Verrell and she can be reached at X/3036. So why not call Jennifer and give her a warm and hearty, Western welcome?!!

QUIKPAY™



Electronic Billing & Payment Services for Students

Western Washington University now offers electronic billing and payment of your student account bills (tuition, fees, housing, etc.).

Beginning **February 22nd**, the QuikPay™ electronic billing and payment system will be the official means of generating tuition bills to all Western Washington University students. All currently enrolled students with activity on their account will be sent an electronic bill notification to their WWU assigned e-mail account along with a paper bill during the transition to electronic billing (e-billing). Paper billing statements will be discontinued beginning April (Spring quarter) for enrolled students. Further information may be accessed through the *Pay Tuition and Fees* link on Western’s home webpage or by calling Dede @ X/2866.

Be My Valentine

Topics This Issue

1. *New Reimbursement Rate*
1. *Welcome Jennifer Hansen!*
1. *QuikPay™*
2. *Questions and Answers*
2. *Sales Tax Review, Changes in Revenue Codes*
2. *JV Pamphlets – Get them while they’re hot!*



Questions and Answers

Question: I missed the deadline for approving a PCard transaction. What happens now?

Answer: Have you seen the Capital One commercials where a horde of barbarians carrying axes and spears attacks an unsuspecting credit card user? Well, it is a little like that except much more violence and screaming. We download all PCard charges to Banner (approved and unapproved) on the first 'full week' Friday of the month. If your account codes were not changed, then the download assigns them to E999 (Unreconciled PCard Transactions). All E999 transactions require a Journal Voucher to correct the account codes.

Sales Tax Review leads to changes in Revenue Account Codes

The University recently hired a firm to review our compliance with State sales and excise tax laws. The review found that we needed to change some of our revenue codes so that we could capture information on taxable revenue more efficiently. Therefore, to improve our accuracy of reporting sales tax, in July 2004, the following account codes were changed from non-taxable to taxable revenue:

- G310 – Publication Sales Revenue
- G334 – Repair/Maint. Svs. Fees Revenue
- G338 – Special Fees Revenue
- G344 – Record Sales Revenue
- G363 – Visitor Parking Permit Revenue
- G370 – Bus Receipts Revenue
- G373 – Laundry Token Sales Revenue

The change in account codes will allow us to report those sales that are of a tangible product. This change means that all revenue recorded in these codes will be subject to sales tax. Please check your budget status reports for revenue in these account codes. If that revenue isn't

(continued in next column)

from the sale of a tangible product, please let us know. It may not be taxable and if not, we will assist you in moving the revenue to another account code.

Please contact Shonda Shipman at X/3564 or Sharon Hurt at X/3491. We will file amended sales tax returns, as applicable.

The titles for account codes G300-G595 have been updated to reflect whether the revenue is subject to sales tax or not. If you have questions regarding the taxability of particular revenue or what account code to use, please contact us at the extensions show above.

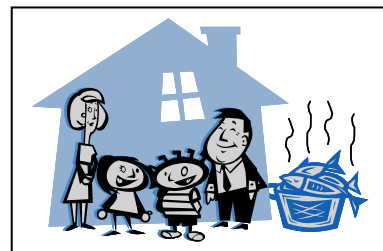
Thank you for your help.



General Instructions on Journal Vouchers

We have dozens of JV pamphlets left over from our October 2004 Vendor Showcase. Each JV Pamphlet is six pages long, stapled and folded in half. They are nicely printed on blue, Royal Marble stationery. Essentially, everything you have ever wanted to know about Journal Vouchers can be found in this pamphlet. If you missed the opportunity to pick up your free JV pamphlet at the Showcase, just email George at george.edward@wwu.edu and indicate your Mailstop and how many copies you would like. Get them while they're hot! ☺

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 1420.



“Fish and visitors
stink after
three days.”
— Ben Franklin