

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

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## Travel Training

There will be a beginner's travel training on Wednesday, April 11<sup>th</sup>. The main rules involved with using state money to travel will be covered. If you are interested in attending, please send an email to Debbi at [debbi.baughn@wwu.edu](mailto:debbi.baughn@wwu.edu). Space is limited, please sign up early.

## Accounts Payable Receipt Reminder

Please submit only original receipts when requesting a reimbursement of personal funds. Accounts Payable cannot accept photocopies of receipts or personal checks as proof of payment. If copies are submitted, the reimbursement will be delayed while original receipts are requested. Thanks for your cooperation!

## New Mileage Rate

Just a reminder, the new mileage reimbursement rate is .485 per mile. The e-sign travel forms have been updated to reflect the new rate.

## Fiscal Services and Business Support Policies

The policies for Accounting Services, Accounts Payable, Billing & Collections and Equipment Inventory have been approved by the President's Council and are available for viewing on our website. The website is located at [http://www.wwu.edu/policies/vp\\_bfa.shtml](http://www.wwu.edu/policies/vp_bfa.shtml). Additionally, most of the Purchasing policies have been approved and will appear on the website soon. The departments are now working on procedures addressing the policy requirements.

## New Training Programs Available

Fiscal Services and Business Support is pleased to offer the following on-line training classes through Blackboard:

- \* *Safeguarding Non-Public Financial Information*
- \* *Cash Handling*

The *Safeguarding Non-Public Financial Information Training* should be taken by employees involved in processing, handling, or having access to student loan or scholarship information that did not receive the "live" safeguards training. This includes employees working in Financial Aid, Registrar's office, Student Account offices, Information Technology and members serving on scholarship committees. Employees handling confidential information in other departments will also find the *Safeguards* training informative and useful.

All employees in the University that are engaged in cash handling should take the on-line *Cash Handling Training*. Cash handling employees are also encouraged to take the *Safeguarding Non-Public Financial Information Training*, as it covers methods to protect confidential information received in the course of handling cash, such as bank account and credit card numbers.

Step-by-step instructions for these courses are available to help you access these classes at <http://www.acadweb.wwu.edu/BFA/BusinessServices/HelpDesk.htm> on the Fiscal Services and Business Support's Help Desk webpage. See instructions under "Training".

For questions regarding the on-line classes contact Chris Vallejo (x-2233) or Teresa Mroczkiewicz (x-2508).

## Charging Course Fees to Students

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Does your department charge students course fees, field trip fees, materials fees, or other fees associated with a class?

Student Accounts will help you manage those charges. We'll show you three methods you may use to charge those fees to your students. We'll show you some reports that will let you see exactly who was charged the fee.

Your options for charging *approved\** fees to students are these:

Attach the fee to the course – when you do this, the students are charged the fee as they register for the class.

1. Place a charge on the student's account for the fee – you can do this yourself or have Student Accounts put the charge on for you.

With either of these methods, you don't have to worry about whether or not the student pays the fee. Student Accounts will monitor the account balances and see that the charges are paid.

You can also run a report that will list the name and amount charged for that fee for the quarter.

2. The third option is to have the students pay cash for the fee.
  - You can have the students pay your department for the fee. This means you must have approved cash handling procedures in place. Please contact our Internal Controls Officer, Teresa Mroczkiewicz at x2508 for information on cash handling.
  - You can give the students a form to take to the University Cashier's office with their payment. This means you must have the student bring the form back to you and you must monitor who paid and who didn't. The reports we mentioned above won't work if you use this method, because the charge didn't get placed on the student's account.

If you would like to know more about these options, please call me, Terry Ely at x2921.

*\*All fees charged must be approved by the Board of Trustees through the Fees and Rates Approval process*

## Training Resources

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The following individuals are available to provide training in their areas of expertise:

Debbi Baughn, Travel Desk x-3341, provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller, Fiscal Analyst 2 x-4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor x-4530, is available for training in cashiering and cash receipting. She is in the process of creating a training program for the campus.

Vic Kiel in Human Resources at x-7418 also offers regular training classes in Banner navigation.