Foreign Travel:
Central has decided to use the Project Code field in KFS for 990-Tax Reporting. If your department initiates Disbursement Vouchers, please start entering the 990 Project Code in the accounting distribution line. You can search for the correct code within the e-doc using the search icon. If flying to Ithaca from a foreign country, please use Project 990-US-US as the 990 reporting is to report foreign activities. For IRS purposes travel from a foreign country TO the United States is not considered to be foreign.

NSF considers travel in the US, Canada and Mexico as domestic. For these trips the object code would be 6750/6751 but we would like to capture the country. Therefore a trip between/in those countries is coded as domestic. The 990 project code for Canada would be 990-NA-CA; Mexico is 990-NA-MX.

NIH considers domestic travel to be travel performed within the recipient’s own country. For U.S. and Canadian recipients, it includes travel within and between any of the 50 States of the United States and its possessions and territories and also travel between the United States and Canada and within Canada.

Rule of Thumb—if you use a project code for the country that the travel involves you will capture what we need.

Foreign Currency Exchange:
When you pay for expenses in foreign currencies without using the converter built into the trip system, you are reimbursed in U.S. dollars at the actual exchange rate for the travel period. A foreign currency exchange receipt or a credit card billing statement can support your exchange rate. Use oanda.com as a resource to calculate foreign exchange rates. You may use average rates for the travel period. Please include the converter print out, within your attachments, on the Disbursement Voucher.

Personal travel (Univ. Policy 3.2 pg 21):
When personal travel is included in a trip you must provide documentation to support the business portion of the trip and the allocation between the business and personal expenses. To document airfare expense, at the time of booking obtain an estimate of what the fare would have been if you
booked the flight without the personal destination or dates. For instance, if you diverted to another destination and then traveled on to the final destination obtain a quote from the departure point to the destination. If travel was extended to allow for a week personal time at the destination obtain a quote of the fare using just the business dates.

If the fare was less than what was paid Cornell will reimburse the less expensive cost; if the fare was more Cornell will reimburse the less expensive flight that was actually paid.

**Attachments and Requisitions with Contracts:**

Procurement Services has requested that attachments that need to go to the supplier be attached separately. Ideally they would like to have together in one attachment: supplier form, and the certificate of insurance (Procurement Services usually collects these) and the sole source in another. Internal information such as emails can be one attachment. Do not attach W-9's, W-8BEN's or sensitive information.

Contracts agreeing to terms and conditions must be signed by Procurement Services. They would like the department to list the NetID or printed name of the contact with their initials in the signature area. Check the 'Restricted Box' if there is need for Procurement Services to review the transaction (located to the right of the description). Do not use eShop for any requisitions that must route to Procurement Services. We cannot check the box in the BSC after the requisition has routed to us.

**Additional Charges on Requisitions:**

When creating a requisition, please do not put any information under the Additional Charges section of the e-doc. The information entered in this section, does not get sent to the vendor. This can create a problem because the total amount of the purchase order will not match the total amount sent to the vendor.

**Procurement Cards:**

Procurement cards are to be used for departmental or University business purposes only.

**Shipping with UPS, FedEx:** An individual is allowed to use this service for personal use but **must not** use one of these departmental pre-printed forms or charge to their procurement card with the intent to reimburse the department for the expense (for their own personal charges or another faculty or staff’s personal expenses). The individual must use a blank form and provide his or her own personal payment information.

Also, it is important to note that all charges require a detailed business purpose including: **who, what, where, when and why.** We cannot accept 'Department Shipment'. An appropriate example would be: **Shipping of ___travel documents___ to ___Traveler name, ___ from Faculty/staff member/Dept ___History Dept___ for ___details/agenda/forms for upcoming trip to Cornell on date______.**

**Verizon and AT&T Point Persons:**

To resolve issues. For Verizon Kathleen Catanzarite. (315) 532-8848. Kathleen.catanzarite@verizon.com. For AT&T Tim Parke (585) 279-5515, cell (607) 280-6270. timothy.parke@att.com.
**W.B. Mason transition:**

Cornell University has recently entered into an agreement with W. B. Mason, Inc., who will become the preferred distributor of office supplies and copy paper to the Ithaca campus. W.B. Mason is the largest privately owned office products supplies in the United States. W.B. Mason will continue to maintain current university delivery levels, offering next business day desktop delivery Monday through Friday from their Syracuse, NY distribution center. This preferred supplier agreement replaces those currently in place with Staples Advantage, Office Max, and Eaton Office Supplies. The transition will begin in September. Pricing, service and delivery levels will not change with the current suppliers, and their system will remain active in eShop. W.B. Mason will ramp-up over the next three months, and the transition will be complete in December. W.B. Mason will be hosting training events on campus, personalized sessions, as well as training videos. Additional campus-wide communications regarding the project and detailing the timing of the training will be distributed over the transition period.

**KFS Upgrade:**

The KFS upgrade go-live date is October 17, 2014. During the weekend KFS, eShop, and the trip system will not be available until the cutover is completed. Campus will be and has been testing to ensure that there is a smooth transition. The impact to Campus includes: Initiator can ‘recall’ financial processing edocs if approvers have not acted on them; ad hoc routing for completion of financial processing edocs, and a separation of duties added for vendor and disbursement voucher. Users with labor access will be able to drill down within the application for labor changes, changes to the capital edit tab will allow users to process multiple capital transactions, new indirect cost recovery accounts will allow automation of the 2% F&A return. PREQS: Invoice detail can be loaded by A/P instead of requiring input on all lines; Encumbrances-view to exclude zero balances; Requisitions: Dollars or % account distribution; PCDO Line descriptions; Labor—view fringe charges by line. More information on these items and using them will follow.

**Taxation of Recruiting and Moving Expenses:**

On September 8, 2014 Joanne DeStefano sent an email to the campus community about taxation of recruiting and moving expenses. We are still waiting for more information on processing these reimbursements. For new searches please make sure that the issue is addressed with candidates so they are aware that they will be taxed on their reimbursements if they fall into a ‘taxable’ category. Our previous guidance was that anything considered taxable should be done on a separate disbursement voucher coded as an honorarium. More to come on this.
**Paying prizes and awards:**

When requesting disbursement voucher payments for prizes or awards please make sure to include the award letter.

**Event Planning:**

In an effort to make the process for planning an event easier, documents have been developed to help streamline the process for campus users, as well as facilitate the process with hotels, in order to meet Cornell policies and procedures. These documents are:

1. **Event Management Addendum for Vendor Contract Agreements with Cornell University.** This document must be signed by the hotel/facility, attached to the hotel/facility contract and returned to the Cornell event planner for approval by Cornell University. The unit/end user will need to initial, date, and put their Net ID in the margin of the hotel/facility contract. Do not sign and send contract to the hotel/facility since the unit/end user does not have the authority to sign on behalf of Cornell (only Procurement Services is authorized to sign contract on behalf of the University).

2. **Checklist for Event Management**

3. **Event Planning Best Practices.**

These documents can be found on the BSC web site under forms.

**Amazon Prime Memberships are Unallowable**

Individuals cannot purchase memberships in Amazon Prime under current Cornell policy. Faculty and staff cannot be reimbursed for, nor use their Cornell Procurement Cards to purchase Amazon Prime memberships. Please circulate this as best as you can within your department.

**Welcome Michelle Bruer:**

Welcome to Michelle Bruer, our newest representative in the BSC. The updated contact list is on the web site. Michelle comes to us from the Research Division BSC, assuming Julie Walsh’s departments as well as Africana Studies. We continually update the contact list and the I Want to Pay document as new information is provided to us (as well as communicate to AFAR). Feel free to send suggestions and comments to Heather (hc224) or Stacey (psc1).

**Arts and Sciences Business Service Center web site:**

http://blogs.cornell.edu/artsandsciencesbusinessservicecenter/