

Summary of Updates to University Expenditures, PCard, and Travel Policies Effective March 1, 2009

Updates to University Expenditures, PCard, and Travel policies were recently released and are effective March 1, 2009. The changes most significantly affecting the activities of our department are indicated below. In efforts to be as efficient as possible, please note that the information below does not include every single change that was made. For full policies, please follow the respective links provided.

Expenditures - http://busfin.osu.edu/FileStore/411_Expenditures.pdf

1. **Revised language as it relates to providing food/meals for University employees** (NOTE THAT THIS DOES NOT PERTAIN TO BUSINESS MEALS WHERE AT LEAST ONE NON-UNIVERSITY PERSON IS PRESENT)– “Provision of food to gatherings of university employees on a daily, weekly, monthly or similar recurring basis, or payment for meals associated with one-on-one meetings of university employees, are not considered to be an appropriate use of university funds. However, food may be provided at meetings of university employees on an occasional basis. For example, it may be appropriate to provide food at a "working" breakfast, lunch or dinner, particularly when the employees are giving up personal time to conduct university business. Expenditures should be limited to food and non-alcoholic beverages, and a formal business discussion must be the primary purpose for the gathering.”
2. **Formal guidance provided on life memberships to professional organizations** – “Life memberships in a professional organization may be purchased, at the discretion of the dean/vice president, if it is anticipated that the overall cost will be less than the cost of annual memberships over the employee’s anticipated tenure at the university.”
3. **Clarification of personal long distance calls on office telephones** – “Long-distance personal calls on university office telephones are *prohibited*. University-provided telephones are intended for business use only. If an employee needs to make personal long-distance calls on an office telephone, he/she should obtain a personal authorization code from UNITS, which will allow the employee to be billed directly for these calls.”
4. **Business calls on personal cell phones cannot be reimbursed** (NOTE - taxable allowances are covered in a different section of the policy) – “Employees are not to be reimbursed for business calls on personal cellular phones.”

PCard - http://busfin.osu.edu/FileStore/223_PurchasingCard.pdf

1. **Most purchased services are now allowable; however, remember that we CANNOT sign contracts (they must be sent to Purchasing).**

Travel - http://busfin.osu.edu/FileStore/211_Travel.pdf

1. **Travel reimbursements exceeding 20% of the estimate now require college exception approval** – “Reimbursements that exceed the travel request estimate by 20% or more must follow the exception approval process.”
2. **Clarification of procedure for blanket mileage only reimbursements** – “Mileage only reimbursements for more than one trip should be accompanied by a mileage log (date, business purpose and destination should be included).”
3. **Cash advances for students increased from 80% to 100%** - “OSU students traveling on behalf of the university – 100% of the total estimated cost can be advanced.”

4. **Rental Car/Charter Bus Policy Updates**
 - a. **Priority for choosing rental vehicle/charter bus organizations established** – “Priority order established by the university for securing rental cars: Transportation & Parking Services (first choice supplier), contracted agencies (secondary supplier) or other rental companies if usage of Transportation & Parking Services or contracted agencies is not feasible.”
 - b. **Type/size of rental vehicle revised** – “Rental is limited to the least expensive vehicle that meets business needs.”
 - c. **CDW/LDW Required** – “Collision Damage Waiver (CDW) / Loss Damage Waiver (LDW) insurance coverage are required. The University will not reimburse any other type of supplemental insurance.”
 - d. **Charter Bus Services with non-contracted agencies** – “Fully executed rental agreement signed by Purchasing is required for each trip.”
5. **Conference Registration reimbursement** – “If the conference registration was not prepaid through the travel system, the conference registration form and the original, itemized receipts are required. If the conference does not provide a receipt, a cancelled check, credit card slip/statement or documentation showing that the amount was paid is required for reimbursement.”