EMORY UNIVERSITY | Finance Service Center
Campus Life

Orientation to Campus Life Finance

FINANCE SERVICE CENTER

Our Mission:

To provide financial support to the Division of Campus Life through managing financial transactions, budgets, projections, management information, and financial auditing.

Our Goals:

- Standardization across the division
- Provide consistent policies
- Provide support to all departments
- Consolidate purchasing of goods to reduce waste and duplication
- Reduce the total FTE devoted to finance efforts
- Provide reports, projections, and budget management

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BUDGET
ROLES AND RESPONSIBILITIES

Executive Leadership Team

- Determine Campus Life priorities
- Approve each area's budget request before submitting to CL Finance
- Approve CL budget before budget hearing

Department Heads

- Coordinate Departmental budget requests
- Provide goals and budget narratives
- Present accurate budgets for their areas
- Ensure that spending and revenue levels meet the approved budgets for the year

CL Finance (& CBO)

- Manage budget process
  - Timelines
  - Communication
  - Point of Contact for Central Finance
  - Budget Hearings
- Provide analytical and administration support
  - Inquiries
  - Reporting
  - Budget data entry

EXPENSES:
HOW TO PAY FOR GOODS AND SERVICES?

There are different methods to acquire goods and services depending on their nature.

Emory provides a Commodity Matrix guide to assist staff in determining how to acquire and pay for commonly ordered equipment, supplies and services.

- Emory's Commodity Matrix

Purchases of goods and or services over $3,000 may require multiple quotes from different suppliers. Suppliers that already have contract pricing in place with Emory do not need multiple quotes. Please check with the Finance Service Center before you start this process to prevent any additional delays.

PAYMENT METHODS:
EMORY EXPRESS - APPROVERS OF GOODS AND SERVICES

Emory Express (SciQuest) is the ***primary purchasing platform*** for all goods and services. Some of the benefits of using Emory Express include contract pricing, sustainability, and sales tax exemption.

Approvers are responsible for ensuring that their department follows the procurement guidelines of Emory University and for exercising fiscal responsibility with the use of University funds.

PAYMENT METHODS:

EMORY EXPRESS - ACCESS

1. For access to Emory Express, you must have completed training. Sign into the Emory Learning Management System (ELMS).
2. Browse or search the Catalogue of classes for:
    1. **Emory Express (#260344)**
3. After completing the class, you will need to follow the directions on this job aid to complete your access: http://online.flipbuilder.com/qsea/rhef/#p=1

PAYMENT METHODS:

EMORY EXPRESS

For those of you that have access to Emory Express, you will probably order office supplies or catering through America To Go.

America To Go vendors have been vetted through the Purchasing department and payment will be processed through Emory's A/P office.

When ordering anything through Emory Express, you will need to know your Speedtype (10 digit number) and your account number (type of expense). We will provide you with a list of frequently used account numbers.

PAYMENT METHODS:
CORPORATE CARD

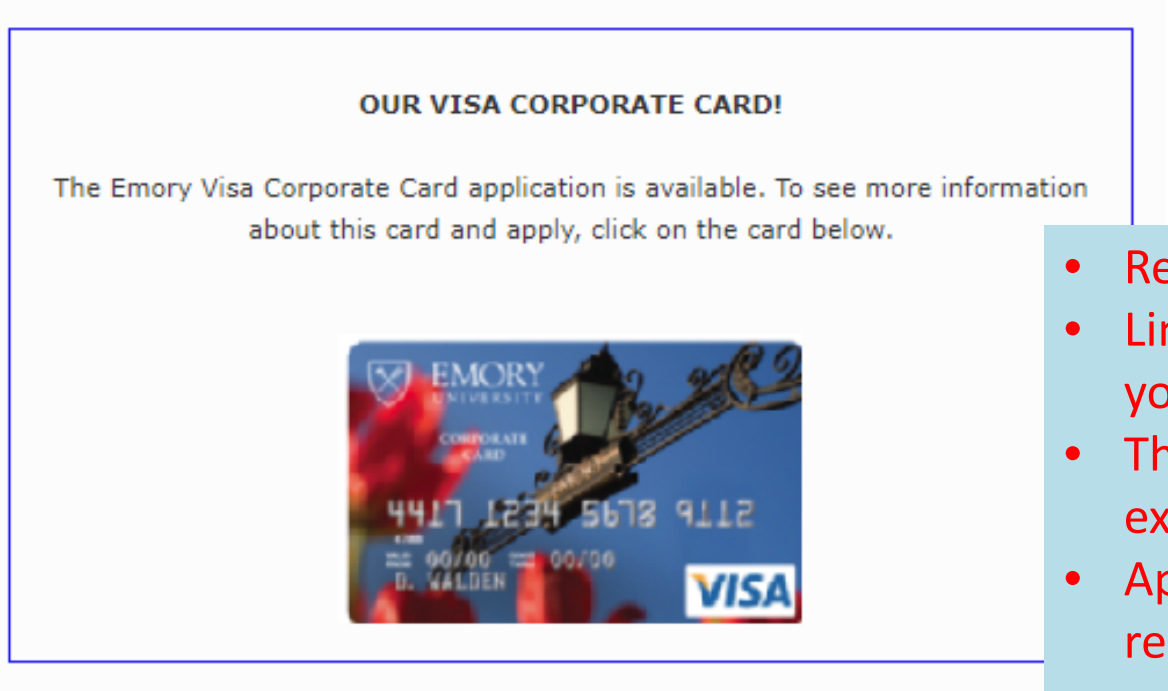
What card do you need?

Most staff will only need a corporate card. The Emory corporate card should be used for reimbursable expenses, and it is the preferred method of payment for travel-related charges. Staff will utilize Compass to process expense reimbursements. ***The Cardholder is responsible for ensuring that card balances (issued on the 14th of every month) are paid in full and posted by JP Morgan Chase by the due date listed on the statement. This can be done by expensing all business-related charges through Emory's Compass Travel & Expense system.***

PAYMENT METHODS:
CORPORATE CARD

Applying for an Emory Corporate Card

Visit: http://www.finance.emory.edu. Go to Travel – Paying for Travel



- Read travel policies carefully!
- Lina Vargas must be listed as your application approver
- There is a $25 charge for expedited requests
- Applying for the corporate card requires you to agree to the policies.

PAYMENT METHODS:
PURCHASING CARD

Depending on your role within your department, some individuals may be designated as primary purchasing agents. Those individuals may need a **Purchasing Card**. Your director will inform you if you are a designated purchaser for your area.

PAYMENT METHODS:
TRAVEL

Please review options for booking travel here.

See Slide #19 for an overview of travel related policies

All airline reservations must be made using one of the Emory Travel Networks (Tbiz or Maupin Travel).

Travel that is booked outside of these guidelines may not be reimbursed, and the employee may be personally responsible for the charges.

PAYMENT METHODS:

INTERNAL TRANSFERS OF FUNDS – JOURNAL ENTRIES

- To pay other departments within Emory, please send a request to move the funds internally via journal entry.
- Please include Speedtype to Debit (charge) and Speedtype to Credit (Receive), account code (if known) and amounts.
- "Journal Entry Request" will appear in the subject line of your email
- Requests can be sent by email to your CLFSC@emory.edu.
- All journal entries must be processed and approved through the Campus Life Finance Service Center.

EXPENSE REIMBURSEMENTS:

PROCESSING TRAVEL & EXPENSE REPORTS

Before getting your corporate card, you will need to take some classes to get acquainted with our Accounting system (Compass) and how to process travel and expense reimbursements.

You will need to complete the three classes below (and in this order). To do so, sign into the Emory Learning Management System. Sign in using your Emory University ID and password:

1. **"Institutional Data Management" (#410001)** to access any application in Compass (required)
2. **"Compass Fundamentals" (#260728)** to access Compass (required)
3. **"Introduction to Expense Reports" (#260613)** to complete travel and expense reports for reimbursement

EXPENSE REIMBURSEMENTS:
PROCESSING TRAVEL & EXPENSE REPORTS

Any transactions that are purchased on your corporate card should be processed within 10 days.

Items purchased with your corporate card will be found in “your wallet” in Compass.

To process an expense report, you will need to know your Speedtype, and type of expense for the account code (All expense related account codes can be found in the drop down box).

Please scan your receipts before you begin your expense report. Please try to keep your receipts to a minimum number of attachments. This allows us to approve them quickly and efficiently.

EXPENSE REIMBURSEMENTS:
RECEIPT REQUIREMENTS

Both a Summary Receipt and Itemized Receipt are required – the difference is shown:

Las Brasas
614 Church Street
Decatur, GA, 30030
404-377-9121

Date:	05/03/16
Time:	6:21 PM
Server:	20. Samatha
Order:	21702
Description:	Table 25
Card Type:	Credit Card
Card No:	XXXXXXXXXXXX4569
Expires:	XX/XX
Appr Code:	581294

Purchases: $ 72.76

Tip: $ 14.00

Total: $ 86.76

RENGIFO/ROLANDO I

I agree to pay the above total amount according to the card issuer agreement.

Summary receipt

Las Brasas
Decatur GA, 30030
Tel. 404-377-9121
Order 1702 Cust. 4

05/03/16 8:18 PM
Table 25 Server 20 Samatha

2 WHOLE CHICKEN	30.00
1 HUANCAINA	8.00
1 FRENCH FRIES	5.00
1 RICE	5.00
1 BEANS	5.00
1 YUCCA FRIES	6.00
1 CHICHA MORADA Pitcher	9.00
Taxable:	68.00
Sub-total:	68.00
Taxes:	4.76
Total Due:	72.76

Itemized Receipt

POLICIES: PROCUREMENT

Please be aware of Emory's procurement policies:

General Purchasing Policy

Authority and Responsibility for Acquiring Goods and Services

Compliance with Procurement Policies

Conflict Materials Policy

Ethical Guidelines

Purchases of goods and or services over $3,000 may require multiple quotes from different suppliers. Suppliers that already have contract pricing in place with Emory do not need additional quotes. Please check with the Finance Service Center before you begin this process to avoid any additional processing delays.

POLICIES: TRAVEL

Please be aware of Emory's travel policies.
Emory Travel Policies

Here are some other useful links:

Emory Receipt Requirements

Meal Per Diem (only used for certain guests, or international travel that is not put on the Emory corporate card)

IRS Mileage reimbursement rates

Tax-exempt certificates for lodging by state

Non-reimbursable items

POLICIES: TRAVEL & EXPENSE REPORTS

BUSINESS MEALS WITH OTHER EMPLOYEES

Business Meals Taken with Other Employees

Meals with other Emory employees are generally not reimbursable. Meals with Emory colleagues should be considered a personal expense unless one of the following is true:

a) a non-Emory employee is also present and business is being conducted;

b) the meal is in honor of an Emory employee's beginning or ending of employment at Emory or other significant Emory or professional achievement;

c) business being conducted among Emory employees is such that it cannot be done in the office or another time. (An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement/expense request); or

d) rare or atypical instances where, with approval of a supervisor, employees may work during normal meal breaks with other employees, e.g., working lunches.

If under ten (10) attendees, provide a list of attendees' names, their titles, affiliation and the business purpose on the request for reimbursement or charge to an Emory account.

To learn more about Emory policies, go to: http://policies.emory.edu/

SPECIAL CONSIDERATIONS IN PURCHASING

There are certain situations that require additional assistance and/or forms from the Finance Service Center. Some of these include:

- Paying an individual
- Small dollar reimbursements to students and/or residence life staff
- Single/sole source suppliers
- Setting up new supplier
- Setting up ACH for new suppliers
- Processing journal entries

SPECIAL CONSIDERATIONS IN PURCHASING

GIFT CARDS

- **Preferred method for purchase is Emory Express – PLAN AHEAD!**
- Gift cards for faculty and staff must be reported to payroll
- Emory Express offers physical cards or e-gift card codes
- If recipients are already known, please provide list of names at time of purchase
- **Gift Cards for Faculty or Staff:** Presentation of gift cards to faculty/staff must be in compliance with employee gifts policy. You must create and submit a Gift Report in Compass Financials prior to placing your order in Emory Express. When completing the Emory Express requisition, you must include the following supporting documentation in the internal notes: (1) the name of the recipient, (2) the reason for the gift, and (3) attach the email approval from Payroll of your Gift Report in Compass.

SPECIAL CONSIDERATIONS IN PURCHASING
CELL PHONES

Please check with your supervisor to see if you are eligible for the Emory cell phone reimbursement stipend (up to $60/month) or if you are eligible for a cell phone purchase and addition to the Emory Plan.

If so, you may make a request here:

Complete all fields. In the Short Description – please enter “CELL PHONE REQUEST”

Details of the issue should include: Speedtype to charge.

This request will be routed to Campus Life Technology Services for processing.
The current cell phone policy is under revision and will be posted soon

SPECIAL CONSIDERATIONS IN PURCHASING
CELL PHONES

Cell phone reimbursements are processed through Travel & Expense Reports.

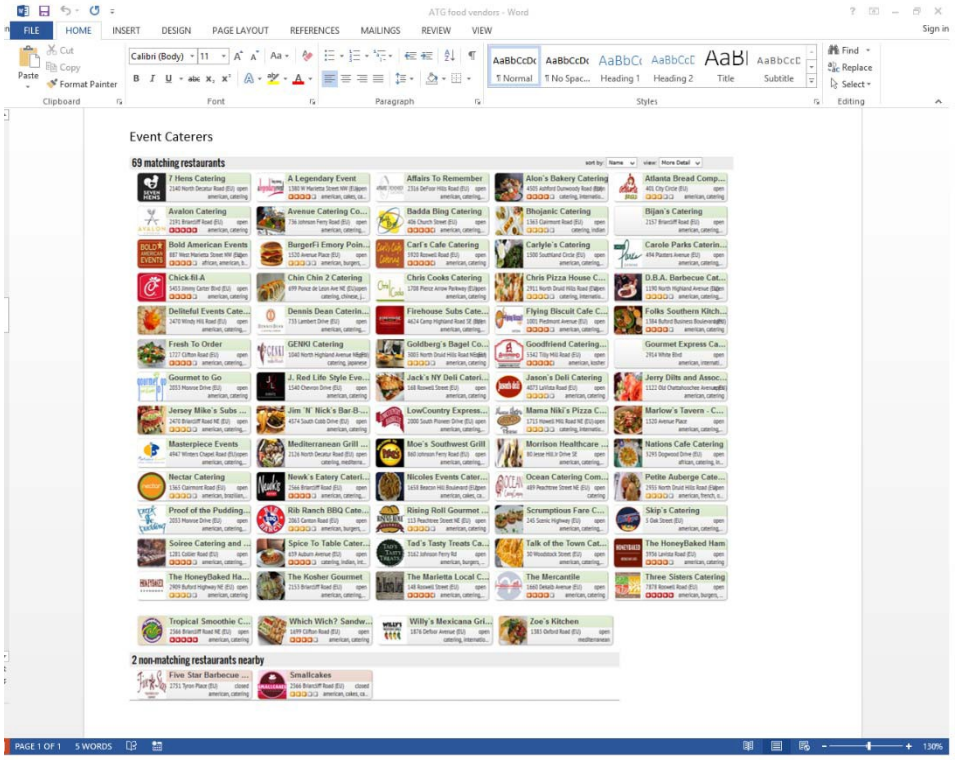
Please file your cell phone expense report separate from other department charges.

For Expense Report description, please include cell phone month (include dates of the plan). Example: "Dooley" – June Cell Phone (6/3/18 – 7/2/18)"

Please include your cell phone bill and payment as your attachments.

SPECIAL CONSIDERATIONS IN PURCHASING
FOOD/CATERING

- **AmericaTo Go:** One of the preferred vendors for food/catering
- Provides searchable menus and saved favorites
- Guarantees "24/7" customer service telephone and order tracking
- Ensures health standards are met and proper insurance coverage
- Provides clear approval routing process through Emory Express
- **Bon Appetit is also a preferred vendor for Campus Life.**
- **Remember to plan ahead!**



SPECIAL CONSIDERATIONS IN PURCHASING
BOOK PURCHASES

- Book purchases should be processed through Barnes and Noble
  - There is special agreement for better pricing and discounts that benefit Campus Life
  - To order books through Barnes & Noble, departments can request to charge their speed type using any of the following methods:
    - In person: Order in person at the bookstore
    - By phone: Call the bookstore: (404) 727-6222
    - Via Email: Send your order via email to LangThompson wlthomp@emory.edu

SPECIAL CONSIDERATIONS IN PURCHASING

IT PURCHASES

- IT purchases should be made by logging a ticket through the ServiceNow system
  - http://it.emory.edu/help/it_support/index.html
  - Technology purchases include "anything that plugs into a wall," apart from obvious non-tech exceptions (desk fans, electric pencil sharpeners, electric staplers, etc.)
  - A ticket through CLTS will ensure that all purchases get the best possible product at the best possible price, while conforming to Emory policies and procedures.
  - With some larger purchases (departmental software, for example), departments should allow time for a possible IT governance process, which is conducted at the Emory (as opposed to Campus Life) level.

CLFSC CONTACT LIST

The Campus Life Finance Service Center will be happy to answer questions and/or provide you with any supplemental forms.

Please email CLFSC@emory.edu. Our goal is to provide a response or resolution within 2 business days.

FAQ'S

Why was my expense report sent back to me?

If your expense report was sent back, the reason will be indicated in the notes section. Log into Compass, go to Self Service, click on Modify, and make the necessary corrections. ***Please remember to resubmit your expense report. Saving it will not put it back into workflow.***

If I am on a trip, can I charge gasoline to my corporate card?

YES--If you are renting a vehicle, you can charge gasoline to your corporate card.
NO--If you are driving your own personal car and are being reimbursed for mileage.

Can I purchase an alcoholic beverage with my meal while I am traveling?

The purchase of alcoholic beverages during trips and/or business meals is highly restricted. Please check with your department head for specific guidelines.

Can I purchase gift cards with my corporate card?

No--***Gift cards should be purchased through Emory Express***. Gift card purchases are flagged for audit, and all purchases will require a list of recipients. Any staff member that receives a gift card (in any amount) will be taxed for that amount.

FAQ'S

I forgot to submit my expense report and now I have late charges. What do I do?

Expense reports should be submitted within 10 days of the expense date. ***If you forgot to file your report, you are responsible for the late charges***. You should pay the late fee to JP Morgan from your personal funds.

I entered an order through Emory Express. How can I check the status of my order?

Log into Emory Express, click on your name, and check your requisitions. You can check workflow approvals and see the exact status of your order.

I entered an expense report and they credit card payment has not posted to my account. How can I check the status of my report?

Log into Compass, on the main menu, go to: Self-Service\Travel and Expense Center\Expense Reports folder\View. Enter your Empl ID # to search. The report status will be displayed. "Pending" items indicates that you have not entered the expense report into workflow.

The Finance Center recommends all employees with a Corporate Card check their wallets and expense reports status on a regular basis to avoid late fees.