

CAHNRS BUSINESS CENTER

THIS NEWSLETTER COMBINES INFORMATION FROM BOTH JANUARY AND FEBRUARY 2019 INTO ONE ISSUE

ARE YOU A PURCHASE CARD HOLDER?

The Business Center will be sending out an outline of the roles and responsibilities required of being a purchase card holder. This outline will need to be signed and returned after its release. An additional CAHNRS specific guideline / expectation document will be included with that email, please take the time to read this. A huge thank you to the Chairs and Directors and BC User Group for providing input on this document.

Keep in mind that if you are utilizing the Business Center team to pay an invoice on your behalf, please put your request into CBS. If you are paying with your pcard do not put a request in to CBS. CBS is only for purchasing/invoices that the Business Center needs to process. If these steps are not followed there is a risk that the vendor could be paid twice.



Meet the newest member of our purchasing team.

Jennifer Ngo has transferred to the CAHNRS Business Center from the WSU Foundation where she worked in Gift Accounting. Prior to working at WSU Jennifer was working in the Portland area. She is excited begin her work here and learn about the work that other researchers in CAHNRS are doing.



TRAVEL POLICY UPDATE



We were recently informed that Central Travel Services updated the B.P.P.M. Meal policy 95.20 effective on Jan. 14th, 2019 to be in compliance with S.A.A.M. 10.40.55.

B.P.P.M. 95.20 now states:

MEALS

- **"Reimbursement for meals is at the meal rate in effect at the time of travel for the location. Location for overnight trips is based on where the traveler sleeps; for single day trips it is the primary destination. See BPPM 95.06 and SAAM 10.40.55.**

-**If department policy is to reimburse for meals at actual costs up to per diem, the traveler must submit itemized receipts to claim reimbursement for the meals."**

An example for overnight trips; I am traveling to Denver 2/1-2/9/19, I have a layover in Seattle on the way to Denver over the lunch hour. Under this new policy, even though my lunch took place in Seattle, my meal claim location should state Denver.

An example for single day trips; I am traveling to Ellensburg for a meeting, I stop in Othello for breakfast while in route. Since my primary destination is Ellensburg, my meal claims for the entire day should reflect this destination.

*****All travel submitted after January 14th, that has not already been finalized for payment, will be corrected by the Business Center to reflect this new policy.**

TRAVEL CONTINUED . . .

THE SIXTY-DAY PROCESSING TAX IN TRAVEL OFFICIALY STARTED IN JANUARY.

NEW 2019 MILEAGE RATE EFFECTIVE JANUARY 1ST IS NOW \$0.58 PER MILE.

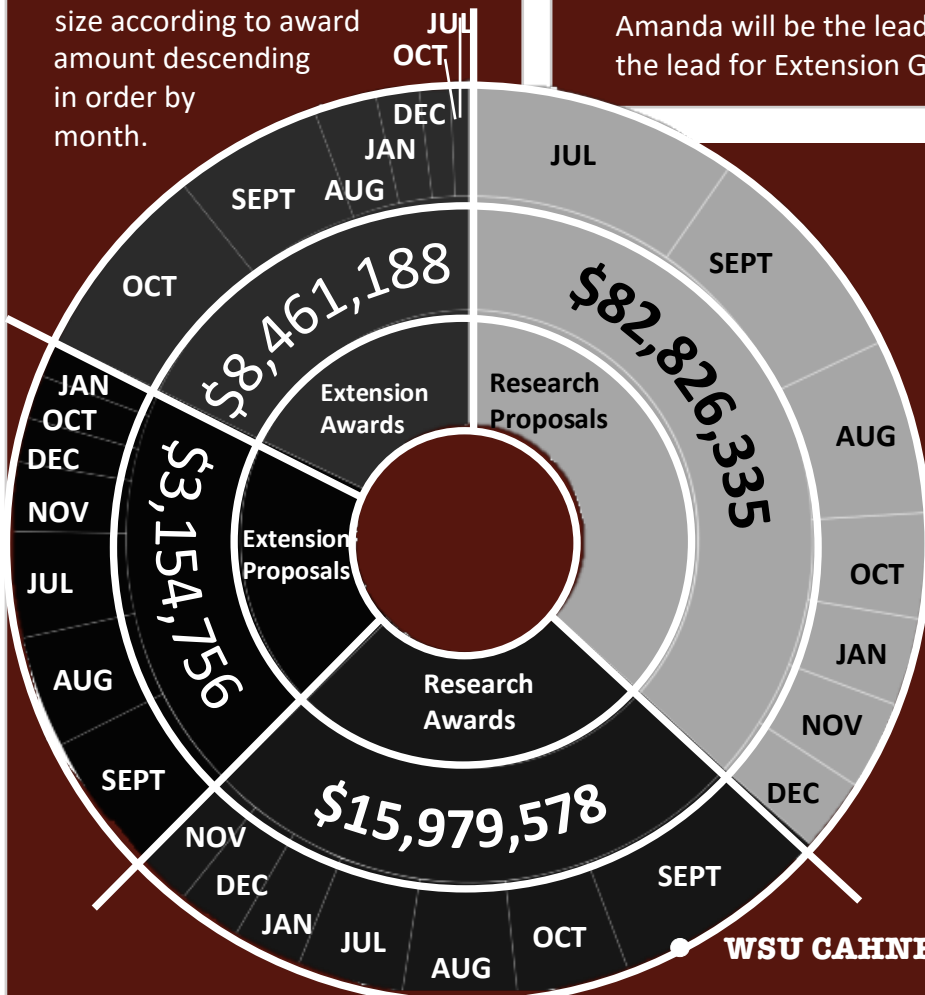
YOU CAN EXPECT A NOTIFICATION FOR THE NEXT TRAVEL TRAINING IN EARLY MARCH

*Attention Cougar Manager Supervisors

The Personnel Department will be reaching out to get old timecards from previous pay cycles signed and approved. Please be prepared and proactively log into your account to sign off on old time cards that have never been approved.

Interpreting the graph.

The sunburst chart below reflects the total award and proposal amounts processed through the Grants Office for this fiscal year (July – January). The outer ring is organized by size according to award amount descending in order by month.



Amanda will be the lead for Research Grants and Kiersten will be the lead for Extension Grants.

Grants Office staffing updates.

We are pleased to announce the promotion of Katy Roberts to the Grant Manager position!

Please join us in congratulating Amanda Wagar and Kiersten Oliver on their promotion to Grant Coordinator leads.

Processing for the month of January.

This month the Grants Office processed eleven research awards totaling \$3,875,307, and twenty-three extension grant awards totaling \$1,584,448 which is up in both areas from last month.