



TRAVEL-RELATED NEWS

TRAVEL REGULATION CHANGES

In conjunction with the FPPP/GAPP project, Financial Administration is in the process of revising the UW System Travel Regulations (FPPP #36). Recommendations for change are welcome and may be submitted to Gary Priske through the link on the Web travel page.

At this time, there is no word from DER on what the new meal, lodging and mileage rates will be or when they will be effective. All indications are that it will be late August before we hear anything and the new rates probably won't be retroactive.

LODGING UPDATE

Madison/Milwaukee Hotels

Contracts with all five Madison hotels (Best Western InnTowner, Budgetel, Comfort Inn, Comfort Suites and Hampton Inn) have been extended through June 30, 1998. Contracts with hotels in Milwaukee (Milwaukee Hilton, Milwaukee River Hilton Inn, Park East and Ramada Inn Downtown) will also be extended. Employees should be encouraged to utilize these properties for their business travels. The rates (with the exception of certain blackout dates for Homecoming, World DairyExpo, etc.) are good for leisure travel as well. Ask for the UW/Big 10 Rate when making reservations.

Big 10 Preferred Hotels In Top 10 U.S. Cities

The Big 10 Travel Managers Group is in the process of selecting contract hotels in ten cities which Big 10 employees frequently travel to. This is in addition to contracts it already has with hotels in the cities where Big 10 institutions are located, as well as the cities of New York and Washington, DC. The first city selected for this process is New Orleans. Consult the UW System Travel Web site <www.uwsa.edu/fadmin/travel.htm> for updates as the project progresses.

POCKET TRAVEL GUIDES

The Pocket Travel Guide will be revised, printed and distributed to the institutions as soon as the revision of the Travel Regulations is complete and the new maximums for meals, lodging and mileage are settled. Targeted distribution of that document is September.

TAX EXEMPTION CARDS

Financial Administration will be providing each institution with a small supply of sales and use tax exemption cards. The cards contain the UW's newly-assigned exemption number of ES 40706. Employees should be strongly encouraged to utilize the cards to avoid tax on in-state lodging and car rentals which is in the 7-10% range. The exemption certificate (Appendix H) can also be found and printed from the travel Web site.

CAR RENTAL UPDATE

The State of Wisconsin Department of Administration (DOA) has extended the contracts with Alamo and Enterprise through May 1998. Use of these two vendors is mandatory. National, the Big 10's contract vendor, may be used in place of Alamo or Enterprise if its rate is lower. Because of the "Best Rate" feature in the National contract, the rate obtained by renters is often less than the stated contract rate. The contract rate, in effect, acts as a ceiling or maximum rate that National is allowed to charge.

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ACCOUNTING-RELATED NEWS

NEW SUPERVISOR NAMED

Jeff Arnold was recently chosen to fill the position vacancy created when Mike Kraus was named to the UWSA Controller position. Jeff's new duties will include supervising the section of Financial Administration responsible for systemwide reporting, financial management and budget control of the University's financial resources. Jeff has been with the University of Wisconsin since 1983, serving earlier as an internal auditor and lately as Senior Accountant in the Financial Reporting Section. Jeff holds an Accounting degree from UW-Madison and is a licensed Certified Public Accountant. His background dealing with financial management issues of the University and his strong analytical skills made him an obvious choice for this position.

POSSIBLE NEW APPROPRIATIONS FOR 1997-99 BIENNIUM

Although it's still too early in the budget cycle to say for sure, there may be some appropriation changes for the next two fiscal years. At the time this article is being written, the following new funds were being proposed:

115 (GPR)	Educational Technology
179 (GPR)	Environmental Education Grants
180 (GPR)	Driver Education Teachers
160 (SEG)	Environmental Education-Environmental Assessments
164 (SEG)	Environmental Education-Forestry
190 (SEG)	Solid Waste Research and Experiments
191 (SEG)	Telecommunications Services
189 (PR)	Extension Student Fees

and the following existing funds were proposed for elimination:

163 (SEG)	Driver Education Teachers
166 (SEG)	Recycling Marketing Development Board Operations
167 (SEG)	Recycling Marketing Development Board Assistance
188 (PR)	Recycling Marketing Development Board Repayments

As the budget cycle progresses, updates will be communicated through regular channels. Any questions or comments should be sent via e-mail to: gketterer@cmail.uwsa.edu.

BRYAN PETERS RECEIVES STATE AWARD

Bryan Peters of Financial Administration was one of five 1996 Outstanding Suggesters honored by the State Employees Suggestion Board. In the June 25 ceremony, Bryan received his award from James Behrend, Chair of the Suggestion Board, and Jack Voight, State Treasurer. Bryan's efforts in perfecting the Travel Expense Report (TER) on Microsoft Excel are now accruing benefits for System Administration, other UW institutions, and several other State agencies. Using the Excel TER, travelers can transmit reimbursement requests with less effort and greater accuracy, and the form is more readable for auditors and data entry staff. Nearly all travel reimbursement requests in System Administration are now processed using this method.

TEAM TO STUDY CHARGEBACK ALLOCATION METHODS

A team has been formed to study the methodology used in allocating the Financial Services Chargebacks from the Department of Administration, State Controller's Office. Early in fiscal year 1997-98, Al Benzschawel (UW-Madison/UWPC), Karen Gundrum (UW-Milwaukee), Dave Gessner (UW-Eau Claire), Jeff Arnold and George Ketterer (UW System Administration) will begin looking at ways to improve the allocation of this chargeback for services. Historically, the entire billing has been allocated to institutions based strictly on the relative size of budgets for program revenue (PR) appropriations, even though the chargeback is attributable to PR, GPR and Segregated funds. Proposals for a new methodology will be communicated to Institution Business Representatives and Controllers prior to allocating the charges for fiscal year 1997-98.

FINANCIAL SYSTEM STUDY UPDATE

Members of the Financial Systems Best Business Practices team have made contacts with a number of private corporations and institutions of higher education. By means of a survey format, organization contacts were asked questions relating to geographical dispersion of separate operations, transaction processing techniques, financial reporting methods, chart of accounts management, general ledger software and fiscal year closing activities. The team plans to finish analyzing survey results this summer and begin communicating those results to Institution Controllers, Business Representatives and to the UW Processing Center Board of Directors early this fall. Any questions or comments can be sent to Doug Hendrix via e-mail: dhendrix@cmail.uwsa.edu.

POLICY PAPER INDEX UPDATES

In order to accommodate users with Web browsers that can't read tables, Financial Administration has been maintaining two complete sets of indices for the FPPPs and GAPPs, along with the joint listing by topic. The reformat version is maintained for on-table browsers. As most browsers now support tables, we would like to eliminate this version by December 1997. *If you foresee this as a problem, please let us know.* We are also working on coordination of the title/description between the indices and the papers themselves. Please bear with us while we undertake this project.

CLASS CODING PROCUREMENT CARD PURCHASES

Institutions, or divisions within institutions, should use a class code considered most appropriate for the bulk of transactions purchased using a procurement card. No specific systemwide code will be established to capture expenditures using the procurement card

FALL 1997 CONTROLLERS' CONFERENCE

The Fall Controllers' Conference will be held on Wednesday, September 24, hosted by UW-River Falls at their research and teaching facility at Pigeon Lake. Old-timers will remember our meeting there in September 1990, and the exciting ride in the bus to get there! Participants will travel to the Conference on Tuesday, September 23 and return home on Thursday, September 25. Other logistical items and agenda topics will be discussed at the July and August teleconferences. Please send any ideas and suggestions to George Ketterer via e-mail: gketterer@ccmail.uwsa.edu.

PREAUDIT MANUAL REVISION

A second draft of the Preaudit and Tolerances Manual is just about complete and ready to go to the Institution Travel Coordinators and Accounts Payable personnel for final comment.

DUE DATES— JULY 15-OCTOBER 31, 1997

Fee Remissions Year-end Report.....	July 18
Bank Statements—Year-end Report	July 31
Deferred Expenses (Former WARF Units)— Year-end Reporting Requirement.....	Aug. 15
G.O. Bond Sinking Fund Balance—Year-end Reporting Requirement.....	Aug. 22
Municipal Services Payment by Activity— Year-end Reporting Requirement.....	Aug. 22
Accounts Payable—Year-end Reporting Requirement.....	Aug. 22
Accounts Receivable—Year-end Reporting Requirement.....	Aug. 22
Agency Funds—Year-end Reporting Requirement.....	Aug. 22
Deferred Revenue—Year-end Reporting Requirement.....	Aug. 22
Installment Purchases—Year-end Reporting Requirement.....	Aug. 22
Loan Funds—Year-end Reporting Requirement.....	Aug. 22
Prepaid Items—Year-end Reporting Requirement.....	Aug. 22
Supplies Inventory—Year-end Reporting Requirement.....	Aug. 22
Program Revenue Overdraft Report.....	Aug. 27
Equipment Inventories—Year-end Reporting Requirement.....	Aug. 29
Appropriation 128 Revenue by Category— Year-end Reporting Requirement.....	Aug. 29
Federal Grants & Contracts (Former WARF Units)— Year-end Reporting Requirement.....	Aug. 29
Leases—Year-end Reporting Requirement.....	Aug. 29
Private Gifts, Grants & Contracts (Former WARF Units)—Year-end Reporting Requirement.....	Aug. 29
AFIR for Summer Session.....	Sept. 5
Statement of Institution Business Officer Year-end Reporting Requirement.....	Sept. 5
Prompt Payment Report.....	Sept. 12
UW System Controllers' Conference (UW-River Falls).....	Sept. 24
Unrelated Business Income FY97-98—Estimates	Sept. 30
Insurance Loss (FPPP #35).....	Oct. 1
AFIR for Fall Session (Tentative).....	Oct. 17
Quarterly Position Control Report.....	Oct. 24

