

# Wartburg College

## Changes and reminders for Business Office Policies and Procedures

### September 2011

**Disclaimer:** Information included in here is NOT all inclusive. Please review all the information on the Business Office web-site (<http://www.wartburg.edu/controller/>) and ask questions for clarification to understand the complete policies and procedures.

### **Changes:**

*Vehicle policy* (<http://www.wartburg.edu/controller/vehiclepolicy.pdf>)

- Daily rental rates changed slightly: Economy +\$1; Standard (\$2); mini-van +\$1
- Discounted weekly and monthly rates are now available
- Number of miles driven on the options charts has changed
- Reservations only need to be made two (2) business days in advance (it was previously 5)

### **Not new, but perhaps less known:**

- Gifts, gift cards, cash, prizes, awards, etc. should not be provided to student workers or employees of the College using College related funds (see policy related to “Taxable Income for Gifts & Prizes” <http://www.wartburg.edu/controller/MiscTax.pdf>). For example, you should not use College resources to provide your student worker with a gift card for Christmas.
- Wright Express fuel cards are to be used when driving a college related vehicle. Such a card may be obtained by completing the form at <http://www.wartburg.edu/controller/fuelpolicy.pdf> and submitting it to Todd Parson in the Business Office.
- All funds received are to be deposited in the Business Office (<http://www.wartburg.edu/controller/moneycollected.pdf>).

### **Reminders:**

*General information:*

- Request for checks received by noon on Wednesday are available the following Friday morning (<http://www.wartburg.edu/controller/expenses.pdf>).
- Air travel is to normally be booked through Best Travel (see travel policy for exceptions <http://www.wartburg.edu/controller/TravelPolicy.pdf>)
- Department budget dollars should not be used to purchase equipment or technology (<http://www.wartburg.edu/controller/equiptechdef.pdf>)
- Office supplies should be purchased through the Bookstore or the on-line Staples program. (<http://www.wartburg.edu/controller/staples.pdf>)
- iNet provides information on budgets and actual transactions. The current default is 2010-2011, however, that should change by the end of September. Budget to actual information should be reviewed monthly by the Department Budget Manager (DBM) (<http://www.wartburg.edu/controller/budget.pdf>).

P-Cards (purchasing cards <http://www.wartburg.edu/controller/wellsc.pdf>):

- P-Cards should be used for travel when possible and can be used for normal department expenses. Travel Expenses and Personal Reimbursements will only need to be used in situations when the P-Card or the out-of-pocket feature within the P-Card cannot be used.
- Individuals must log-on to the P-Card system each month to review and approve transactions. If there were no transactions for the month, no log-on is required for that month.
- Receipts should be turned into the appropriate approver and the approver should get the receipts to Kristi Ladage in the Business Office

Student Employment (<http://www.wartburg.edu/jobs/>):

- The purpose of the Student Employment program is to provide students with valuable work experience while earning money to assist with the financial expenses associated with pursuing a college education.
- The Student Employment Office (SEO) has a process to follow when hiring a student employee (please see website for complete details)
- Before a student is hired, the Department Budget Manager should confirm that there are adequate student wage dollars available within their student wage budget to support the student's anticipated earnings.
- Before a student begins working on campus, their paperwork must be completed in the SEO.
- Timesheets for student employees and other hourly staff employees are to reflect all of the hours worked and only the hours worked.
- Student employees should not be working more than 20 hours per week (combined hours for all their on campus jobs) while school is in session and should not be working more than 40 hours per week (combined hours for all their on-campus jobs) when school is not in session. The work-week runs from Sunday through Saturday.

Business Mileage Reimbursement & Local Vehicle

(Policy <http://www.wartburg.edu/controller/vehiclepolicy.pdf>)

- Vehicle reservations may be made at <http://www.wartburg.edu/forms1/vehicle.html>
- An individual's auto insurance is considered the primary insurance coverage when a driver uses their own vehicle for business travel; the College's coverage would be considered secondary
- An individual that uses their personal vehicle for a longer business trip will have their mileage reimbursement limited to the estimated amount that would have been incurred if a College related vehicle were used
- Reimbursement for personal miles will be completed once a month as part of the out of pocket feature in the Wells Fargo P-Card system
- Individuals that would like to use Enterprise to rent a personal vehicle may do so and receive similar rates as the College. See additional information in the last section of the policy.