



Council of the University of Idaho Business Officers
Summary Notes
December 8, 2016

Rental Car Coverage/Insurance Fact Sheet – Carry Salonen & Nancy Spink

University Vehicle Policy for Rental

The State of Idaho has liability, comprehensive and collision coverage for owned, and most leased or rented vehicles. APM 5.08 has full details on definitions, procedures and coverages.

Drivers must qualify to drive UI owned, leased or rented vehicles by taking the Defensive Driving Course, having a satisfactory three-year driver's record and signing a vehicle use agreement.

The University Auto Accident Kit, now available on UI Risk's webpage, needs to be with the driver when they are operating an owned, rented or leased vehicle.

Enterprise rental arrangements should be made from Accounts Payable's webpage. Their link preloads the University Corporate account information. The person entering a reservation should click "yes" for traveling on behalf of IDS State of Idaho WSCA for business travel and click "no" for Billing IDS State of Idaho WSCA. If calling, use corporate ID XZ41IDS. Travel in gravel requires 30 days' notice to Enterprise and must be approved by the Enterprise Risk Department. The Enterprise contract does not allow for the rental of large cargo vans, more than 8 passenger vans or large trucks.

Units should decline rental agency coverage in US or US Territory unless the coverage is requested by UI Risk.

For Rentals outside of the US, use the Enterprise contract if available, otherwise consistently purchase rental agency coverage for liability and physical damage.

"Need to Rent a Car?" was covered with the group and is available on the UI Risk's webpage and soon to be linked from the Accounts Payable's transportation webpage.

Documents distributed and covered during this presentation are available in the Supplemental Information on the CUIBO website.

Controller's Office Announcements/Updates

Linda Keeney – Announced that the quarterly notices for unclaimed checks have been distributed. The process of canceling stale-dated checks and reissuing sometimes causes problems related to grants and other "closed" accounts, so this is just a notice to Fiscal Officers to be aware of this recurring quarterly process. Purchasing Card training is going very well. The only problem arising is when people complete the training and select the wrong reconciler. This can be fixed by emailing Linda Keeney. She can fix the record in Banner and have the purchasing card statement come to the correct reconciler. The training module may be able to be updated to reflect the correct reconciler by contacting PDL. She encouraged people to look

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A LEGACY OF LEADING

through their Travel Claims as there are 13 outstanding claims dated back to July. They are making it through Vandal Web approvals but are being disapproved in Banner by fiscal staff - the Fiscal Officers requested that they be notified if any of these claims are in their areas. These claims will go through in January when the Banner approvals are discontinued. Upcoming FIG Meeting will be December 13 agenda will be sent soon.

Linda Campos –

Update on the incentive to convert from spread pay to standard pay: 43 signed up as of December 1, 2016 deadline, which was only for employees who wished to take advantage of the ability to spread benefit deductions over the 2017 calendar year. The final deadline to switch to standard pay in FY18 (and receive the incentive) is February 28th. Email reminders will be sent to affected employees as the deadline approaches. In January 2017, we will be rolling out the form and deadlines required for employees who wish to remain on spread pay in FY18. An annual election is required in order to be in compliance with IRS regulations related to deferred pay. This will be explained in more detail in January. We will make every effort to ensure that impacted employees are well-informed about the required election form.

For Student Accounts: Cut off for December month end as it relates to the cashiers office will be December 22, 2016 at 10 a.m. Email reminders will be sent out about a week in advance and a couple of days before.

For Payroll: Timesheet deadlines are not modified for the winter break, so are on the normal schedule.

Julia McIlroy – Introduced Crystal Christopherson, a buyer for Purchasing since this summer, but first time at CUIBO. Announced that Doug Vandenboom has accepted a position at Community Colleges of Spokane and is now longer with UI. Announced an upcoming buyer position that will be open soon within Purchasing.

Budget Office Announcements/Updates

Trina Mahoney – Reminder that the UBFC Funding Proposals are due December 31, 2016 and that Kim Salisbury and Trina are available to answer questions. Please note that Kim will not be available during the winter closure and Trina will have only limited access to email so please plan to have any questions addressed on or before December 22.

Kim Salisbury – She is working on compiling a list of academic/non-academic programs for the Program Prioritization initiative. Requests for information were sent out to the Provost's Council, and she will be contacting any areas that have not sent back follow up information after we return from the holidays.

Jill Robertson – Reminded everyone that the EPAF deadline for UI01, EPAFs dated 12/18 – 12/31, will be **December 22, 2016 at noon** to accommodate the December Closure. Reminder emails will be sent.

Appreciation Hour:

The Office of the Controller thanked the Fiscal Officers for their hard work and encouraged everyone to grab a cookie and mingle!