What's New?

- Holiday Closure
- Deposit Deadline
- University Cashier Hours
- Disbursement Deadlines
- Concur Announcements
- 2013 Mileage Rates
- Account Code for Office Equipment
- Account Code for Awards
- New Form Available

HOLIDAY CLOSURE

ABS and USF offices will be closed from December 24, 2012 through January 1, 2013.

DEPOSIT DEADLINE

All cash, checks and credit cards regardless of amount must be delivered by 1p.m. on December 18, 2012.

UNIVERSITY CASHIER HOURS

As a Reminder…
University Cashier is open Mondays through Thursdays from 9 a.m. to 1 p.m. and closed on Fridays.
DISBURSEMENT DEADLINES

To ensure that payment is made before the holiday closure, deadlines are as follows:

- Wire requests must be delivered to ABS by noon on December 17
- Concur Invoices must be fully approved by noon on December 17
- Non-Concur invoices against purchase orders must be delivered by noon to ABS on December 17
- Cash advances requested in Concur must be fully approved by noon on December 17

CONCUR ANNOUNCEMENTS

The calendar year is almost up so please make sure to submit all outstanding expenses. EVERYTHING needs be submitted by the end of December (before the University closes).

2013 MILEAGE RATES

IRS has announced the standard mileage rates for 2013:

- 56.5 cents per mile for business miles driven
- 24 cents per mile driven for moving purposes

Both rates increased by 1 cent from 2012. Here is the link to the IRS announcement:

ACCOUNT CODE FOR OFFICE EQUIPMENT

Dollar limit for using Office Equipment account code 711810 has been increased from $1,000 to $5,000 so that it is consistent with USF capitalization policy. Please use this account code for equipment purchases up to $5,000 per item.

ACCOUNT CODE FOR AWARDS

Please use account code 718050 for Speakers or Honoraria payments and 718510
NEW FORM AVAILABLE: Gifts & Cash Incentives Distribution Log

The October 2012 newsletter included an article on the procedures for providing cash gifts and other incentives to research subjects. In response to that article, we have developed a Gifts and Cash Incentives Distribution Log for departments to use when requesting reimbursement or reconciling a cash advance received in connection with studies that involve compensating research subjects. The Log should also be used to record the quantity and distribution of items used for other purposes such as employee recognition gifts.

Instructions for completing the Log are included on the form, which is available on the ABS website at: www.usfca.edu/busfin/forms/

The completed Log must be submitted when processing payments to individuals in the Concur Reporting System. A Form W-9 will be required only for an individual who is not employed by the University and who receives gifts and cash payments totaling $600 or more during the calendar year. Different rules apply to University employees. All cash gifts and any non-cash gifts of $100 or more provided to an employee are reportable on the employee’s Form W-2 and are subject to withholding of payroll taxes.

For additional information on the policy, please see www.usfca.edu/Business_and_Finance/Non-Cash_Gifts,_Awards_and_Incentive_Policy/
You may also contact Dennis Miller at millerd@usfca.edu