FEBRUARY 2014

What's New?

- Travel Limits
- FY14 Prepaid Expenses
- Audited Statements
- Concur Expenses
- Concur Access

TRAVEL LIMITS
Here are the standard limits for travel related expenses incurred on or after January 1, 2014:

- Airfare: $750 per round trip****NEW****
- Room: $200 per day
- Per Diem Meals: $75 per day

Any anticipated expenses above these limits require advance approval of the division VP.

FY14 PREPAID EXPENSES
Prepaid expenses from June through December 2013 have been reviewed and will be posted for January month-end close. Jennifer Chan will send the journal batch references to Business Managers shortly.

AUDITED STATEMENTS
Audited financial statements for FY13 are now available at http://www.usfca.edu/busfin/auditedfinancialstatements/
A133 and NCAA audit reports were both issued during January 2014 on schedule with clean (unqualified) audit opinions and no findings.

CONCUR EXPENSES
Please help us transition smoothly into fiscal year-end by keeping up-to-date with all your USF business related expenses. If you still have outstanding expenses from 2013, please submit them ASAP in your upcoming expense report(s).

CONCUR ACCESS
For access to Concur Expense system, please contact Lance Louie at llouie2@usfca.edu
For access to Concur Invoice system, please contact Melissa Melnikoff at mmelnikoff@usfca.edu