What's New?

- Standard Mileage Rate
- Use Tax Rate
- Transfer Request Template
- Credit Cards
- Concur Announcements
- Tip of the Month

STANDARD MILEAGE RATE
Effective January 1, 2013, the standard mileage rate for business use of your vehicle is 56.5 cents per mile. Please use this rate for miles driven in calendar year 2013.

USE TAX RATE
Please note that the use tax rate increases to 8.75% for purchases made on or after January 1, 2013.

TRANSFER REQUEST TEMPLATE
An updated Transfer Request JV Template form is now available at: http://www.usfca.edu/busfin/forms/
Please use this template when submitting journals for posting.

CREDIT CARDS
If your department is accepting credit cards as a method of payment, please review
the requirements for PCI compliance and best practices posted at
http://www.usfca.edu/busfin pci/

If you would like to set up acceptance of credit cards for a future event, please
contact Ivy Efendioğlu at ivy@usfca.edu

PCI compliance and training sessions will also be offered in the coming months.

CONCUR ANNOUNCEMENTS
Want your suppliers to check the status of payments themselves? E-mail Adam
Daum at adaum@usfca.edu with the supplier names and contact information.

No more paper for wires! Wire transfers can now be submitted in Concur Invoice.
Please contact Adam Daum at adaum@usfca.edu, with any questions.

TIP OF THE MONTH
We are in the third quarter of FY13. Please review your FOAPs and contact ABS if
there are any corrections, discrepancies or inquiries.