What's New?

- 2014 Mileage Rates
- FY14 Prepaid Expenses
- Tip of the Month
- Question of the Month

2014 MILEAGE RATES
The IRS has announced the standard mileage rates for 2014. The rates have decreased half-a-cent as follows:

- **Travel:** The rate for use of a personal automobile while traveling on University business is 56 cents per mile.
- **Moving:** The rate for use of a personal automobile in connection with relocation is 23.5 cents per mile.

These rates are effective for expenses incurred on or after January 1, 2014.

FY14 PREPAID EXPENSES
Prepaid expenses from June through December 2013 have been reviewed and will be posted for January month-end close. Stay tuned for notification from Jennifer Chan regarding journal batch reference.

**TIP OF THE MONTH**
Please be aware of the difference between P-card charges and Out-of-Pocket expenses on your Concur Expense reports.

P-card charges are automatically generated and result from the use of USF-issued Purchasing Card. Out-of-Pocket expenses are paid by the employee’s personal funds and/or credit card and must be manually added to the expense report by the employee.

**QUESTION OF THE MONTH**
Where can you find USF policies?
For all policies go to: [http://www.usfca.edu/policy/](http://www.usfca.edu/policy/)
For Accounting and Finance policies go to: [https://www.usfca.edu/busfin/policies/](https://www.usfca.edu/busfin/policies/)

Office of Accounting and Business Services
2130 Fulton Street | San Francisco, CA 94117
(415)422-6521
Map & Directions | Contact Us