JANUARY 2018
What's New?

- 2018 Mileage Rates
- December 2017 Month-End Close
- W2 Distribution
- Late Timesheets

2018 MILEAGE RATES

**Business Travel:** The rate for use of a personal automobile while traveling on university business is 54.5 cents per mile (an increase from the 53.5 cent rate available for 2017). This rate is effective for business travel occurring on or after Jan. 1, 2018. The new rate has also been updated in Appendix A of the Travel & Entertainment Policy.

**Moving:** Please note that tax reform legislation signed into law on Dec. 22, 2017, eliminated provisions allowing the reimbursement of qualified moving expenses to be nontaxable (Sec. 11048(b) of H.R. 1, 2017). As a result, effective Jan. 1, 2018, all relocation reimbursements will be treated as taxable income. Such reimbursements
will be added to the employee's income, and taxes related to those amounts will be withheld from the paycheck at the time of reimbursement.

**DECEMBER 2017 MONTH-END CLOSE**

Please note the following date changes regarding December 2017 month-end close:

- December 2017 close will be on Thursday, Jan. 25 (instead of Jan. 16)
- December 2017 ePrint reports will be available on Friday, Jan. 26 (instead of Jan. 17)

As a reminder, for each calendar month-end close, the following must be submitted to the designated recipient by the 8th of the following month to ensure posting on the respective month’s ePrint report:

Shirley Wing (**swing@usfca.edu**) is the recipient for the following types of transactions:

- All recurring departmental monthly chargebacks
- Unrestricted interdepartmental transfer requests

Liz Denefeld (**zarate@usfca.edu**) is the recipient for the following types of transactions:

- Restricted interdepartmental transfer requests

All submissions following this deadline are not guaranteed to be posted in time for the respective month’s ePrint report.

FY18 ePrint schedule can be found online »

Please download the latest version of **Transfer Request JV Template** for use in preparing monthly journals. It contains updated FOAPs and instructions.

**W-2 DISTRIBUTION**

W-2s are mailed to the current mailing address on file as of Jan. 15, 2018. You may view and update your current mailing address in myUSF. W-2s are also available electronically through myUSF. Please contact Russ Gustafson at **rgustafson2@usfca.edu** for additional info.

**LATE TIMESHEETS**
Note: All late timesheets and leave reports will be placed in the approver's queue for approval on the due date. E-timesheet submitters will no longer have access to their timesheets and leave reports after the due date. Any changes will need to be made by the e-timesheet approver. Reports will be sent monthly to all e-timesheet approvers who failed to approve them. This process will help ensure that all time worked is approved and paid appropriately.