Hello

Welcome to the fourth edition of the Arts and Sciences Finance Center (ASFC) Newsletter. This publication will outline operational and financial procedures and policies that may impact your area.

The ASFC is committed to providing exceptional services to the faculty, staff, and students of the College. We are responsible for a variety of purchasing, payroll, personnel and budget transactions for the College, working closely with central administrative offices to ensure compliance with College policies and procedures, as well as local, state, and federal regulations.

We encourage you to visit our website:

Arts & Sciences Finance Center

Notable Dates

June/July  Fiscal Close
Summer e-Form for Expense Reports

Fiscal Close

Dartmouth's Fiscal Close (Year-End) is right around the corner! Follow these tips to help prepare and have your "best close!"

1. Fiscal Close Deadlines

Review the ASFC email sent to administrators on May 31 regarding submission deadlines. Submit requests early or by the deadline for the best outcome. Submissions after the deadline cannot be guaranteed for FY16.

2. IRA Reports

Review your gift/endowment/reserve funds available balance to ensure the account is not overspent using the GL Funding Balance Report.


Review the transactions on each funding to ensure proper spending and coding of expenses using the GL Transactions Report.

Best Practice:
June – Review your Subvention, Gift, Endowment, and Reserve funding balances weekly.
July – Review these same balances daily after 1st Close. Charges will post through to 2nd Close!

3. Balance Projections

As we draw closer to the 1st Close Deadline, estimate where your accounts will end up. Be sure to use accounts with available funds for incoming expense approval so you do not overdraw a funding.

4. Corrections/Clear Overages

Do you have a funding that is overdrawn? Found a transaction that doesn’t belong to you (wrong ORG or funding)? Need to move a transaction to another chart string? Pcard expense posted to 7509?

For all of the above, submit a Journal/Correction Form to the ASFC for processing.

Exception: To reallocate Payroll (“OLD”) expenses use the Wage Transfer e-Form

5. New-Year Beginning Balances Reminder

IRA will begin to list transactions on the new-year following 2nd close. However, IRA also lists inaccurate new-year (FY17) beginning balances on funds until the College finalizes the ledger in mid-September. Consult the ASFC Analysts if you have a question or concern regarding your new year beginning balance.

6. Questions/Issues on Fiscal Close? Deadlines?

Contact the ASFC Analysts for assistance. Deadlines are available on the ASFC website.

www.dartmouth.edu/~fincenter/arts-sciences/  asfc@dartmouth.edu
iExpense Update

Roll-out continues!

The majority of Dartmouth employees are fully transitioned to the new iExpense system, the electronic system for employees who travel on College business.

In our December 2014 and our February 2016 newsletters, we discussed Oracle’s iExpense system, designed to replace the current Excel-based business expense reimbursement (BER) process for employees.

Q: What is the new Corporate Pay Travel Card, and should I get one?

Dartmouth is replacing the current Corporate Card with a new Corporate Pay Travel Card. If you have submitted 2 or more BER’s within the past year, or travel frequently, we recommend you obtain the new Corporate Pay Travel Card. This card will be paid by Dartmouth, reducing your out-of-pocket expenses. Transactions on the card will feed into the iExpense system, greatly reducing time spent reporting your business expenses.

Q: Has my area transitioned into iExpense?

All academic departments, programs, as well as administrative offices have transitioned into the new system. The Guarini Institute (formerly Off-Campus Programs) is continuing with the Excel-based process until later this summer.

Q: Now that my area has transitioned into iExpense, are all areas required to use it?

The College is requiring that all expense reports for employees are to be entered in the iExpense system. However, employees who do not wish to create their own expense reports can continue to submit expense report requests to the ASFC.

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Q: How do I submit an expense request to the ASFC?

Employees who have submitted 2 or more BER’s in a year should request a Corporate Pay Travel Card. Simply continue to send in the Excel BER “top sheet” with applicable receipts to the ASFC main email.

An e-Form will be replacing the Excel submission method later this month.

Q: How do I log into the system? Can I see reports there now?

Log in with your NetID and password using the link below and select DC iExpenses. You can view the status of created reports, or click into a report and view the details.

The Procurement Card policy has also been updated!

Per Diem amounts for meals and incidentals have been modified from amount based reimbursement to percentages (Breakfast 15%, Lunch 25%, Dinner 60%)

Expenses under $75 typically do not require receipts.

Exceptions: Entertainment, Lodging, Relocation.

You will need to provide details* on your non-receipt expenses. Do not round the amounts up or down.

*Details: Date of purchase, item(s) purchased, exact amount paid

Purchases March 30, 2016 forward: Receipts are not required for purchases less than $75. Business Purpose, and Chart String remain a requirement for all purchases.

www.dartmouth.edu/~fincenter/arts-sciences/ asfc@dartmouth.edu
Paying Individuals

Payments to individuals are typically for goods and/or services performed. Here is a reference guide to the types and methods of payment processing. Please refer to the information links to review the information available for each payment type.

<table>
<thead>
<tr>
<th>Employees</th>
<th>Students</th>
<th>Multiple methods (see right)</th>
<th>Guidelines on how to process Payments to students at Dartmouth College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff</td>
<td>Kronos Timecards</td>
<td>Hire/Re-Hire/Additional Assignment: <a href="http://www.dartmouth.edu/~dof/hiring_managers.html">http://www.dartmouth.edu/~dof/hiring_managers.html</a></td>
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<td></td>
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<td>Additional Pay</td>
<td><a href="http://www.dartmouth.edu/~fincenter/arts-sciences/payroll.html">http://www.dartmouth.edu/~fincenter/arts-sciences/payroll.html</a></td>
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<td></td>
<td>Faculty</td>
<td>Appointment Letter</td>
<td>Hire/Re-Hire/Additional Assignment: Contact your Associate Dean’s Office</td>
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<tr>
<td></td>
<td>Guests</td>
<td>Honoraria</td>
<td>Miscellaneous Income Payment Voucher</td>
</tr>
<tr>
<td>Non-Employees</td>
<td></td>
<td>Purchase Request e-form with supporting documents</td>
<td><a href="http://www.dartmouth.edu/~control/policies/ind-contractors-policy.html">http://www.dartmouth.edu/~control/policies/ind-contractors-policy.html</a></td>
</tr>
</tbody>
</table>

### Additional Guidance:

An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the College community:
- Honoraria payments must be made directly to the individual by Dartmouth College and are not reimbursable if paid out-of-pocket
- Honoraria cannot be paid to a company
- Honoraria are considered reportable taxable income by the Internal Revenue Service (IRS)

Independent Contractors are individuals who render a service and meet contractor conditions established by the IRS:
- Individuals typically have a separate workplace, are not supervised, and have a particular set of skills not available elsewhere in the organization; They are not eligible to employee benefits, are not covered by workers' compensations, and their pay is not subject to tax withholding by Dartmouth
- The penalties for incorrectly classifying employees as independent contractors are significant. If a worker paid as independent contractor is reclassified by the IRS as an employee, the College will be liable for the amount of the federal income taxes it failed to withhold, together with both the employer's and employee's share of FICA taxes associated with that employee's compensation
- Payments to Independent Contractors must be made directly to the individual by Dartmouth College and are not reimbursable if paid out-of-pocket

### Additional Resources:

- Procure to Pay Guide (a listing of preferred vendors and payment methods):
  http://www.dartmouth.edu/~control/departments/procurement/ procure_to_pay_guide/
- Business Expense Policy:
  http://www.dartmouth.edu/~control/policies/dartmouth-business-expense-policy.html

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**Corporate Pay Travel Card**

Employees who travel frequently or have submitted two or more business expense reimbursement forms over the past year are encouraged to request the new Corporate Pay Travel Card for business expenses. The card reduces out of pocket expenses, and the transactions feed into the new iExpense system, enabling more efficient reporting of expenses.

To apply, submit the application below to the ASFC for fiscal officer approval and processing.

**Corporate Card Application**

**ASFC Tool Tip**

Use Your Chart String at PINE

Corporate Pay Travel Cardholders should note that using the Corporate Card at PINE is not allowed per policy.

It is widely known that the PINE restaurant accepts chart strings for payment. When you provide a chart string for payment, your account will not be charged New Hampshire’s Room and Meals Tax = $$ savings $$. Using your personal funds requires you to request reimbursement, increasing the overall administrative cost in processing and you have to wait for payment.
Business Meals

Updated!

Here is the updated handy reference guide for business meals (travel, local, entertainment, and relocation). This guide also notes documentation requirements and the natural class segment to use.

Definitions:

<table>
<thead>
<tr>
<th>Payment/Meal</th>
<th>BUSINESS MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local (8151)</td>
<td>Travel (8144/8141)</td>
</tr>
<tr>
<td>Under $75</td>
<td>- Detailed Receipt</td>
</tr>
<tr>
<td>- Attendee List</td>
<td>Must be delivery/pickup</td>
</tr>
<tr>
<td>$75+</td>
<td>- Detailed Receipt</td>
</tr>
<tr>
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<td>Must be delivery/pickup</td>
</tr>
<tr>
<td>Per Diem</td>
<td>N/A</td>
</tr>
</tbody>
</table>

PCARD

- Under $75: Detailed Receipt, Attendee List, Must be delivery/pickup
- $75+: Detailed Receipt, Attendee List, Must be delivery/pickup
- Per Diem: N/A

BER

- Under $75: No Receipts, Attendees
- $75+: Detailed Receipt, Attendees if other than self
- Per Diem: N/A

Additional Guidance:

- Procurement Cards cannot be used for meals in restaurants or for travel meals; no sit-down or in-house service is allowed.
- All meal expenses, regardless if local, travel or entertainment, require a business purpose.
- Attendee lists may be generalized if more than 2 individuals (e.g., “Dartmouth faculty members and visiting professor, discussion following lecture”).
- Local and entertainment meals would only be reimbursed for individuals if it is part of a group/business meal (thus the attendees are required).
- For individual Travel Meals, detailed receipts are not required and we do not need to confirm with traveler expenses related to the purchase of alcohol.
- Meals with Receipts: when separating the cost of alcohol it is not necessary to allocate a percentage of tax or tip unless those are broken out on the receipt.
- When travel involves multiple cities in one day a single per diem rate can be selected.
Overview of Services

The ASFC provides support to the Arts & Sciences departments, programs, institutes, staff, faculty and students. We are responsible for a variety of personnel, payroll, purchasing, and accounting transactions for the Arts & Sciences division of the College.

PERSONNEL & PAYROLL

Our office liaises with the Office of Human Resources for the staff hiring process, in particular the entry into the DORR system for hiring approval. We also assist with Faculty Leaves. Have a new hire? Our office processes Payroll Authorizations, and payroll forms such as the I-9, W-4, and the Personal Info Change form. Need to move payroll charges to a different account? We process wage transfers (LADC and MYLS). Need to submit a timesheet? The ASFC processes both biweekly and student timesheets for the Arts & Sciences division.

PURCHASE & REIMBURSEMENT

Need something for your area? Our office will assist you with a purchase request and the eProcurement system. We are responsible for processing invoices for payment, reimbursements to individuals, and assist with vendor forms. We also review and archive procurement card (pcard) expense documentation for the division and provide documentation on file when cards are audited.

FINANCIAL SYSTEM ACCESS, ACCOUNTING & REPORTING

The ASFC processes all requests for an individual to have access to the financial systems. In addition, we process requests for changes to the general ledger (chart string segments to be created, disabled, or modified). We manage Dean of Faculty accounts and provide balances for those commitments. Need to move a general ledger charge from one string to another? We can process a correction or journal entry for you. We can also provide assistance with interpreting your IRA reports.

GENERAL

We encourage you to contact us when you have a question and we look forward to assisting you with your financial transactions.

Policy Spotlight

Brush up on Dartmouth’s

Cash and Check Handling Policy

from the Controller’s Office Website

updated October 2015

www.dartmouth.edu/~fincenter/arts-sciences/ asfc@dartmouth.edu