



# Finance & Admin Update

February 2020

Announcements and updates from Finance, Campus Services, Human Resources, & Risk & Internal Controls

## Welcome our New Colleagues

### Finance Centers

**Zach Dumont**, Senior Finance Specialist, A&S  
**Stacey Kegelman**, Finance Specialist, Geisel  
**Justin Page**, Finance Specialist, A&S

### Human Resources

**Dina DiSalvo**, Senior Human Resource Consultant  
**Lisa Loomis**, Senior Trainer, Learning and Development

## Business Expense Policy Update

Effective February 14, 2020, the [Business Expense Policy](#) has been updated. The changes and additions to the policy focus on providing consistency and reducing administrative burden of special approvals and cash advances. Additional guidance has been added to address changes in federal regulations, newer travel options, and frequently asked questions. For a full summary of changes, see the last page of this update.

## Kronos Feedback Sessions

If you supervise hourly-paid employees, we want to hear from you on proposed changes for Kronos time-entry notifications, deadlines and supervisor review and reporting.

- Thursday, February 27, Dartmouth 105, 11:00 – 12:00
- Tuesday, March 3, in Haldeman 041, 11:00 – 12:00

## Inside Dartmouth's Budget

Gain an insider's perspective on higher education finance and Dartmouth's budget planning through the program, "Inside Dartmouth's Budget." Dive into Dartmouth's annual budget in this discussion series sponsored by President Phil Hanlon and Provost Joe Helble and led by EVP Rick Mills and CFO Mike Wagner.

To register, follow one of these links:

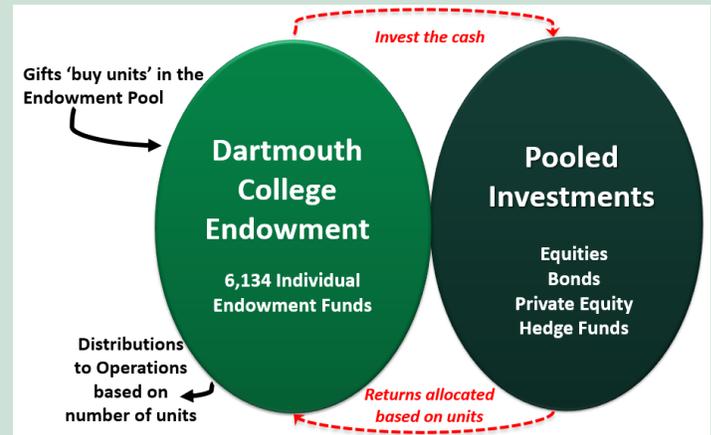
- Students: <http://dartgo.org/idbstudent>
- Faculty: <http://dartgo.org/idbfaculty>
- Staff: <http://dartgo.org/idbstaff>

Session dates and times are as follows:

- Tuesday, April 7, 6:00 - 8:00 PM
- Tuesday, April 21, 6:00 - 8:00 PM
- Tuesday, April 28, 6:00 - 8:00 PM
- Tuesday, May 5, 6:00 - 8:00 PM
- Tuesday, May 12, 6:00 - 8:00 PM
- Tuesday, May 19, 6:00 - 8:00 PM

## Chart of the Month

### Endowment Mechanics



Source: Treasury Management, Inside Dartmouth's Budget

The purpose of the endowment is to provide maximum sustainable financial support to Dartmouth to serve its mission in perpetuity. Core to the endowment's purpose is balancing the interests of current and future generations of Dartmouth students. Maintaining the inflation-adjusted value of the endowment underpins this concept of intergenerational equity.

The mechanics of behind how Dartmouth manages more than 6,000 individual endowment funds is just one of the many complex topics covered in the Inside Dartmouth's Budget Program.

To learn more, sign up for Inside Dartmouth's Budget course offered through April and May.

Participants are randomly selected following the registration deadline, 5:00 PM on March 2, 2020. Confirmation of enrollment will be sent by March 16, 2020.

## Reminder: Delete your Email

Emailing personal information, such as social security or credit card numbers or any other personal information is not recommended. If necessary, use a password protected file and send password in a separate email. If you do receive such information, such as W9's, in your email, you must delete the message from your email mailbox, including from your sent and deleted message file. Read "[When Encryption is Mandatory](#)" for more information.

## Did you know?

### Dartmouth Dining

[Employee & Graduate Student Dining Plans](#) are available through Campus Billing & DartCard Services for Dartmouth Dining. Check out [Employee Spending Accounts](#) on the DartCard within Employee Services or contact [Campus Billing & DartCard Services](#).

Employees and graduate students may choose from the following three prepaid dining plan options:

- Breakfast: 10 meals for \$75 (\$7.50 each)
- Lunch: 10 meals for \$90 (\$9 each)
- Dinner: 10 meals for \$120 (\$12 each)

### Upcoming Dartmouth Dining Events

- February 25: Dinner: Mardi Gras theme event with a menu and décor to rival New Orleans's best
- March 6: Dinner: Dessert Extraordinaire!
- March 9: Dinner: Breakfast for Dinner at '53 Commons



### Work United

Work United is an employer collaborative with United Way that is dedicated to improving workplace productivity, retention, advancement and financial stability for employees. Through shared resources, employers can minimize employment barriers for their low-to-moderate wage works and maximize the supports employees need to be successful.

[Work United](#) is a free and confidential service that assists employees with any personal stresses that may be distracting you from your work. They help with non-work related issues from understanding your credit report or taxes to transportation, housing, and childcare.

To learn more about the [Work United](#) initiative, contact Prudence Pease, Work United Coordinator, at [prudence.pease@graniteuw.org](mailto:prudence.pease@graniteuw.org) or 603.361.3429.

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**Molly's**  
restaurant & bar  
Show your DartID, Save 10%

## Volunteers Needed

April 7, 2020 is Job Shadow Day for local 8<sup>th</sup> Grade Students. This is a great opportunity for local students to experience different job fields within our community.

Volunteers are needed from:

- 8:15 – 9:30 AM: supervise drop off and ensure students are with their job shadow hosts
- 12:15 – 1:15 PM: supervise lunch time
- 1:00 – 2:00 PM assist with pick up

If you have time to help out during one of these times, please contact [Amy Howald](#).

## Reminder: Corporate Card

The Dartmouth Corporate Card is recommended for Dartmouth employees that incur travel or entertainment expenses.

### Advantages of using the Corporate Card:

- College paid credit card, settled through the Expense Report Request eForm or directly through iExpense
- Does not affect your personal credit or credit report
- Reduces the need for employees to carry cash
- Provides greater convenience and flexibility while traveling
- Eliminates the need to use personal credit cards for College expenses
- Provides additional \$500,000 death benefit insurance coverage
- Provides up to \$1,250 insurance for lost luggage
- Provides up to \$1,000 Hotel/Motel theft insurance for personal property stolen from the cardholder's room as a result of forced entry
- Provides AAA 24-hour roadside assistance. However, the cost of the service will be billed to your corporate card
- BONUS: Only one Dartmouth Credit Card to manage if used as a Procurement Card by following the PCard policies and limits

For more information go to [Corporate & PCards](#)

## CYBERSECURITY AWARENESS

Everyday our community is targeted by cybercrime. Don't fall victim! Resources are available to educate you and your team. For more information check out:

[CYBERSECURITY AND FRAUD PREVENTION](#)

# Dartmouth College Business Expense Policy Update

The following changes and additions to the Business Expense policy are focused on providing consistency and reducing administrative burden of special approvals and cash advances. Additional guidance has been added to address changes in federal regulations, newer travel options, and frequently asked questions.

## Summary of Changes to the Policy

1. **Air and Rail Travel:** In an effort to recognize changes in the airline industry and general practice at Dartmouth, the following additions were made.
  - a. Business class fares are recognized as an appropriate business expense when travel exceeds five consecutive hours in duration.
  - b. Minimal airline fees, such as aisle seats versus window seats, early bird check-in for seat assignment, luggage or baggage check fees, are accepted as reasonable business expenses.
2. **Prior Travel and Conference Expenses:** The use of a Dartmouth corporate card and/or Travel Leaders is strongly encouraged. However, in an effort to reduce cash advances, reimbursement will be allowed prior to travel or a conference. If travel is canceled after the reimbursement, the individual must reimburse Dartmouth for the amount that has been refunded to them.
3. **Domestic Rental Vehicles:** Private car sharing services, such as Turo, are not permitted, however, peer-to-peer car services, such as Uber and Lyft, are permitted.
4. **Charter Bus:** Departments requiring charter bus services need to contact at least two of the Dartmouth preferred charter bus companies to obtain quotes. It is not a requirement that vendor selection be based on the lowest estimate, as we recognize that other factors may be important.
5. **Lodging:** The use of peer-to-peer accommodations, such as Airbnb and VRBO, is not recommended for business travel due to the increased risk involved, however, the use of these accommodations is not prohibited. The rate per night (inclusive of all fees) needs to reasonably compare to that of business class hotels in the area(s).
6. **Accompanying Spouses and Partners:** The terms “caregivers” and “other family members” were added to clarify that travel expenses incurred for accompanying spouses, family members, and caregivers is generally considered personal and are not allowable business expenses.
7. **Travel or Expenses Paid by Third Parties:** Industry associations can pay for travel if a Dartmouth employee is speaking at a conference, however vendors, organizations, or individuals with which Dartmouth is or may be conducting business should not be paying for travel expenses.
8. **Relocation Expenses of Newly Hired Employees:** Last year it was clarified that relocation expenses directly paid by Dartmouth or reimbursed to an employee must be treated as additional compensation and subject to tax withholding (due to new federal law). This additional change adds language clarifying that if an appointment is for less than one year, the employee is not moving, by IRS definition. Instead those costs are considered travel and any reimbursements fall under the travel section of the policy. However, if the individual is moving their household goods, then those expenses are taxable.
9. **Gifts to Employees:**
  - a. Gifts, regardless of amount, require documentation.
  - b. Other gifts or bonuses to employees are not usually allowed except when made pursuant to a recognized Dartmouth-wide policy or practice, for example, institutional or divisional service awards for employees or tokens of appreciation upon retirement.
10. **State Tax Exemption:** A section is added under Other Goods and Services regarding state-based tax exemption. Dartmouth is a federally tax-exempt institution and is also classified as an exempt organization in many, but not all, states. Additional information is on [Employee Resources](#) page under Financial Management: Tax Compliance.