



Fall 2009 Issue

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Travel Links:

(HOLD DOWN CTRL KEY THEN CLICK ON THE LINK)

[SDSU Relocation Policy and Procedure Manual](#)

[Request and Condition of Reimbursement Form](#)

[Travel Expense Claim Form](#)

[SDSU Travel Manual](#)

[Enterprise Rent-A-Car](#)
"We'll pick you up"

Accounts Payable Announces New Projects!

New EB Tax Upgrade

NACCT Segments & EB Tax:

With the implementation of the EB Tax module within our Oracle Financials eBusiness Suite, it is important to understand what this means in the area of travel reimbursements and payments.

The application is designed to manage the allocation and payment of sales and use tax in a simple, logical manner.

As we strive to describe university expenses as accurately as possible, some expenditures are taxable and others are not.

Travel payments and reimbursements use only a few specific NACCT's and these are set up as non-applicable (never taxable).

Travel coordinators need to be very attentive to the NACCT they use.

Here is a list of travel NACCT's to use:

- 60605 In state travel
- 60610 Out of state travel
- 66090 Overtime meals
- 66042 Recruiting/Interviews
- 66043 Relocation Expenses

New SDSU Relocation Policy and Procedure Manual

SDSU BFA and Accounts Payable have implemented a new Relocation Policy.

The new policy and procedures went into effect for new-hire relocations on September 1, 2009.

The basic policy begins with the award of a relocation allowance to a new-hire. *Not all new hire's receive an allowance to move.* The decision to award a relocation allowance is made by the department and Human Resources.

In general, the new-hire is requested to obtain quotes from moving vendors in order to select the most cost effective provider. The new-hire is to submit the estimates to AP prior to the move. Upon completion of the move and with appropriate approval, AP will then pay the moving vendor directly.

The remaining balance of the

approved relocation allowance will be paid directly to the employee. This amount paid to them is considered taxable income and will be reported to human resources at the end of the month.

The [Relocation Request and Condition of Reimbursement form](#) has been updated. To streamline the process, we have merged 2 required relocation forms into one, two page document..

Find the new form from the AP Website in "Travel Forms".

If you have a role in recruiting for your department, you are encouraged to familiarize yourself with the new relocation policy.

[SDSU Relocation Policy and Procedure Manual](#)

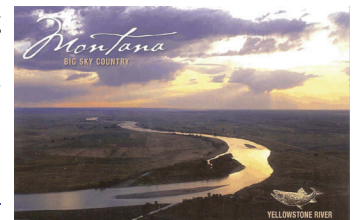
[Request and Condition of Reimbursement Form](#)

Donate a Postcard:

Your AP SDSU Travel Coordinator has started a postcard collection. Please donate a postcard from one of your SDSU business trips.

*While we can't reimburse you for your postage or the cost of the card, we would still love to receive a postcard from your destination. You might see your postcard used in one of these newsletters! Please share your experiences with us!

Thank you, Beth Dombrose



Yellowstone River, Montana

Working Smarter