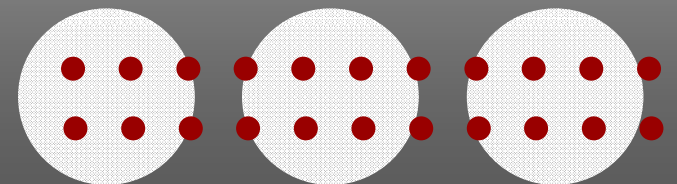
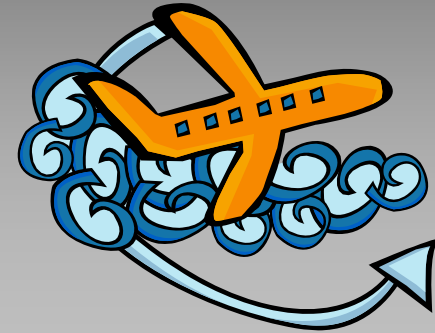


• • • • • Simplification & Streaming Initiative

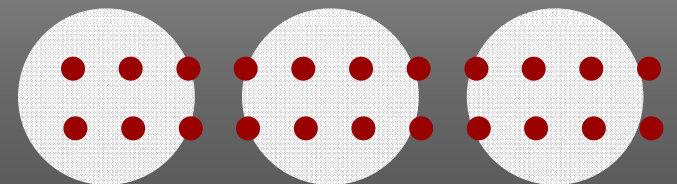
# University Policy and Procedural Changes



# • • • • • Simplification & Streaming Initiative



## Simplified Travel & Procurement and Travel Card Policies



# Simplification & Streaming Initiative

## *WHY?*

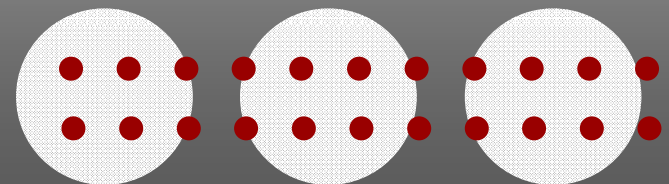
Response to University's Streamlining and Red Tape Reduction Task Force Recommendations

Alignment with President Gee's 6<sup>th</sup> Strategic Goal to "Simplify University Systems and Structures" and Dean Achterberg's "Five Point Star of Quality"

Redirect resources to our core mission teaching, research & service

Facilitate the work of our faculty and better service our students

***IT JUST MAKES GOOD SENSE***

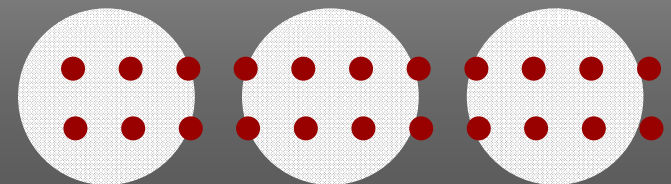


## Revised Policies Effective December 1

*(Policies 2.11 & 2.23)*

- Travel
- Procurement Card (Pcard)
- Travel card (Tcard)
- Group/Extended Travel Card (GETcard)

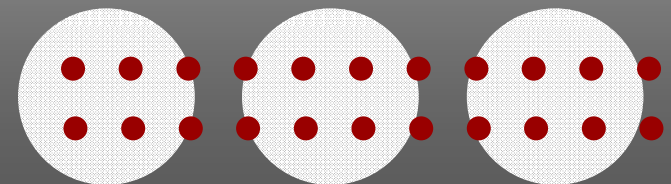
Effective December 1



## Policy Revision Strategies

- ✓ align OSU policy with state & federal law and IRS regulations as much as possible
- ✓ review policies in light of our obligations as a public entity and good stewards of tax dollars
- ✓ Simplify

Simplification of policies





# Travel Policies

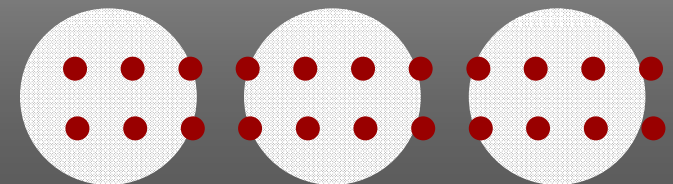
**I. Guiding principle**

**II. Overview**

**III. Rules**

**IV. Changes**

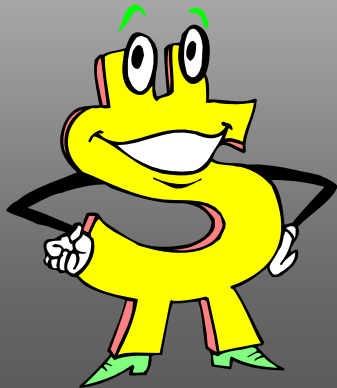
New policies support our mission



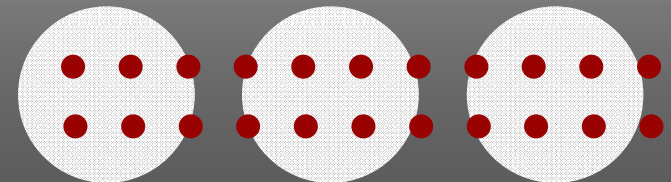
## Guiding Principle

Guiding Principle applied to revised travel policies:

“The Ohio State University will pay for  
*reasonable and  
necessary expenses...*”



Judgment & flexibility



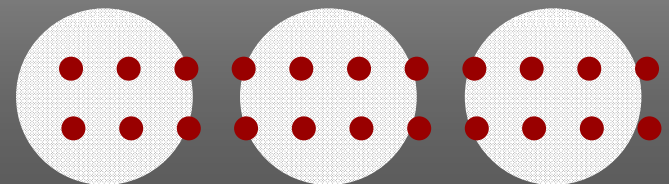
• • • • •

## Guiding Principle

Guiding Principle:

***ASSUME POSITIVE INTENTIONS***

Senn-Delaney Concepts



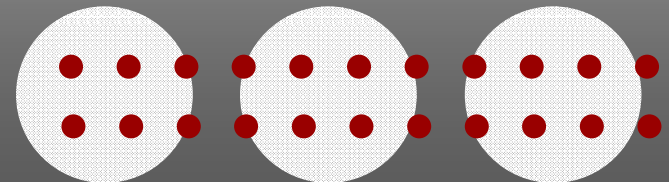
# General Overview



## Travelers ....

- should incur the lowest reasonable travel expenses
- should exercise care to avoid impropriety and/or the appearance of impropriety
- expenses must comply with other Univ policies (HR, Pcard, Internal Controls, Signature Authority, etc...)

Travelers have responsibilities



## General Overview

### The Department/ Service Center approvers ....

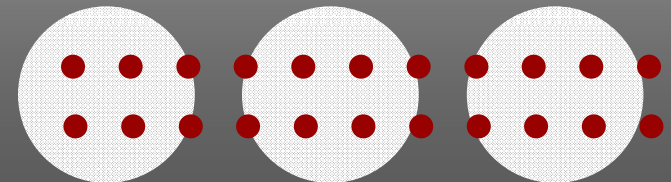


Are responsible for exercising discretion in determining the appropriateness of travel expense

May deny payment or reimbursement of travel expenses when they do not comply with university policy and procedures

May deny payment or reimbursement of travel expenses not deemed directly related to business travel

*Is the expense necessary & reasonable?*

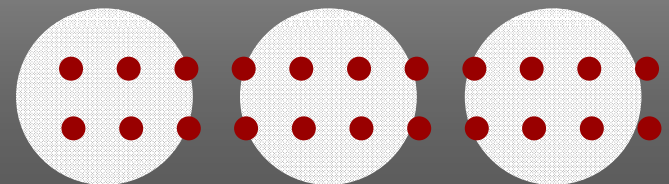


# The Simplified Rules

## The Rules....

- ✓ An individual is considered on travel status when traveling on official university business whether or not expenses are to be paid by the University.
- ✓ The University will not pay or reimburse first class tickets (example of University's concern over "appearance of impropriety")
- ✓ Prepayment or reimbursement of travel expenses is NOT permissible if a third party will be covering the expense

*Easily understood and administered rules*



# The Simplified Rules

## The Rules....



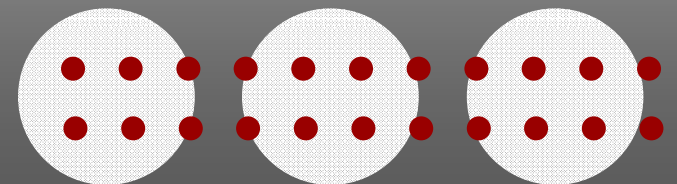
Reimbursement must occur within 90 days after completion of trip

Additional sponsor regulations may apply to travel on OSP projects

OSP travel requires use of US Flag Air Carrier for international travel



*OSP related travel and reimbursement may be more restricted, check with SPO*



# The Changes

## The Changes....

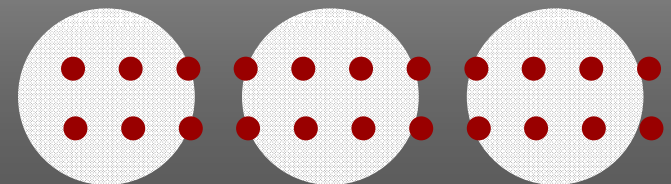
Travelers can accumulate and use travel incentive program points

Frequent flyer miles, hotel points, rental car enticements and other travel industry inducements may accrue. Accruals are to be redeemed for university business travel ONLY.

***Traveler is responsible for tracking incentive accrual and usage for audit purposes***



*Incentives help reduce business travel cost*



# The Changes

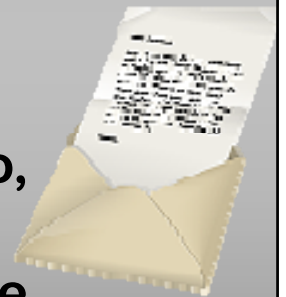
## More Changes....

### Travel Pre-Approval

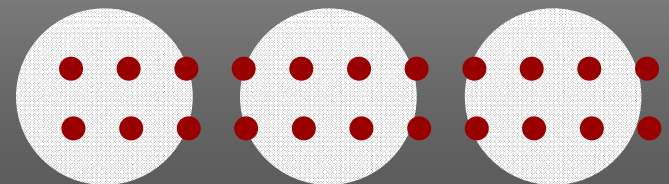
Pre-approval is no longer defined ONLY as having a T# on file prior to departure. *Note: T# is needed if any prepayment is needed (e.g., airline, registration fee)*

What is the new definition of pre-approval?

Pre-approval can take many forms (e.g., email, memo, handwritten note, letter of invitation to a guest speaker, etc... or a T#) if it is approved by the appropriate signature authority (e.g., chair, fiscal) and refers to an estimated amount).



Change will reduce number of exceptions



# The Changes

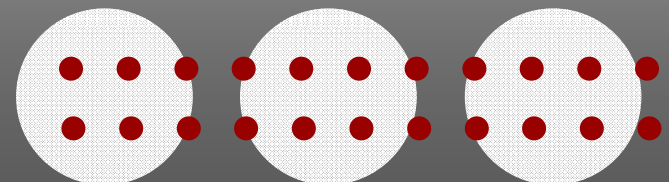
## More Changes....

**Meal expense (non-business meals) incurred during in-state, non-overnight travel status can be reimbursed**

Reimbursement is taxable and processed via HR (fiscal will be responsible for documentation and compliance & submission to HR). HR form is updated to record this payment type.

\*processed via OFBS

*Collaboration between HR and fiscal needed to issue payment*



# Benefits for the Traveler



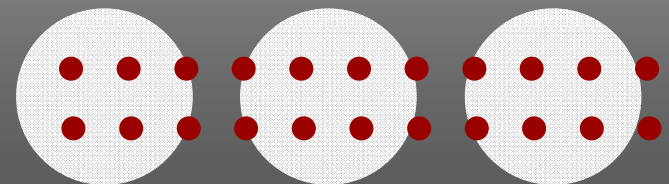
## What is easier or simplified for the traveler?

Receipts are no longer required for individual miscellaneous business expense less than or equal to \$50 (e.g., tolls, taxi, internet, etc....)

Rental car size no longer limited to economy car – car rental should be reasonable and what is necessary for travel

Mileage reimbursement is based on actual mileage with no required deduction for what would be the traveler's normal commute to work

*Less complicated policies to understand*



# Benefits for the Traveler



Per diem meals based on 75% of location's federal per diem rate for first and last day of travel; 100% on other days. (FYI, there are only six federal rates) or 25/25/50% breakfast/lunch/dinner.

*unless meal is served on plane, as part of conference fee, built into the hotel room rate or replaced by a business meal which reduces per diem accordingly*

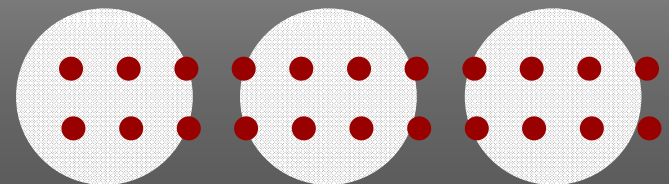
Actual meals costs, rather than per diem, may be reimbursed up to the per diem amount without receipts...

*traveler needs only to provide a list of what was purchased and amount requested for reimbursement*

Pre-approval is no longer narrowly defined as having a T# on file prior to departure

Email, memo, handwritten note, letter of invitation to a guest speaker at OSU OR a T# approved by the appropriate individual designated on your unit's signature authority listing (e.g., chair) can be pre-approval

*Change will reduce number of exceptions*



## Other Benefits



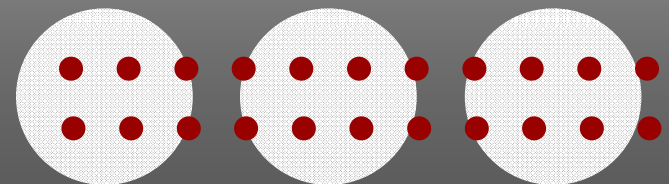
Pcards may now be used for guest travel arrangements

It is no longer necessary to reference T# on all receipts

Travel Reimbursements exceeding 20% of the estimated costs no longer require escalation to Dean's exception approval; unit can approve

Fewer reasons travel reimbursement would need Dean's exception which streamlines reimbursement process

Less red tape



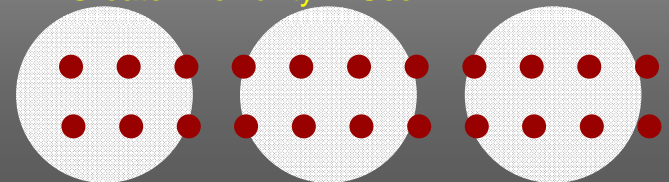
# Tcard, Pcard and GET Card Policies

- Policies aligned for all three types of purchasing cards
- University and OSP policies aligned
- Focus on use of card to meet needs under the appropriate policies
  - ❖ Pcards – expenditure policies
  - ❖ Tcards & GET cards – travel policies and business meals
  - ❖ OSP Pcards – expenditure and OSP project specific guidelines
- Less built-in credit card system restrictions (e.g., gas is no longer a blocked purchase)

Remember....purchasing and travel policies still apply

*For instance, satellite dishes are not a blocked commodity; however, at OSU, policy requires FOD approval before purchasing a satellite dish*

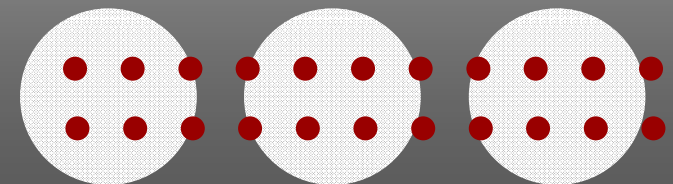
Greater Flexibility in Use



# Tcard, Pcard and GET Card Policies

Card Type/Purpose	Considerations
Pcard (purchasing card)	<ul style="list-style-type: none"> <li>✓ Issued to departments</li> <li>✓ Administered by Pcard manager</li> <li>✓ Shared use</li> <li>✓ May be used for guest travel (change)</li> <li>✓ Card must be logged in and out</li> <li>✓ OSP use not permitted</li> </ul>
Tcard (travel card)	<ul style="list-style-type: none"> <li>✓ Issued to an individual</li> <li>✓ Use exclusive to single individual for <i>business related travel use</i></li> <li>✓ Card for frequent travelers</li> </ul>
GETcard (group/extended travel card)	<ul style="list-style-type: none"> <li>✓ Issued to an individual</li> <li>✓ May be used to accommodate needs of multiple travelers on same trip</li> <li>✓ Use for travel that spans 7+ days</li> <li>✓ ATM use permitted</li> <li>✓ OSP use permitted (013000-project# as EHE best practice)</li> </ul>
OSP Pcard (purchasing card)	<ul style="list-style-type: none"> <li>✓ Follows OSU policies and project limitations</li> </ul>

Expanded use for Guest Travel (Pcard)

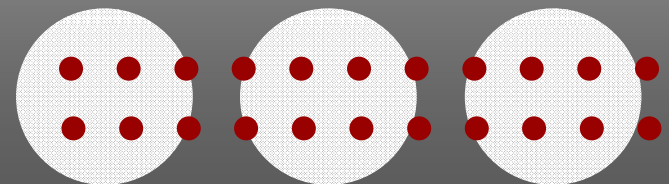


# Tcard, Pcard and GET Card Policies

## Changes...

- ✓ Removed restricted purchases – cards must still be used in accordance with policy  
e.g., travel card can now be used to purchase gasoline for rental car
- ✓ Pcard may now be used for guest travel expenses
- ✓ eRequest (forthcoming) can be used as an alternate approval document to the Pcard transaction form (highly recommend use of this)
- ✓ GET Card can now be used for OSP travel in lieu of cash advance option through travel (EHE best practice: use 013000-OSP project # to book expense until transfer to OSP project)

Changes simplify and streamline



# Requests for Policy Exceptions

Exceptions to Policy....  
will greatly diminish with fewer restrictive policies  
resulting in:

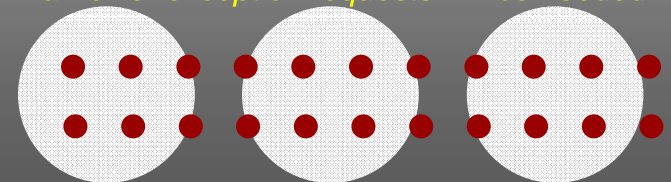
streamlining of reimbursements  
reduction to administrative overhead (units and college)



## Changes that will reduce exceptions:

- ❖ Elimination of need for T# prior to travel for it to be considered pre-approved
- ❖ Elimination of Dean's approval for reimbursements >20% of estimated costs
- ❖ Fewer policies, less delay >90 days by traveler in seeking reimbursement due to gathering receipts, etc....
- ❖ Elimination of restriction on use of economy car rental

*Far fewer exception requests will be needed*

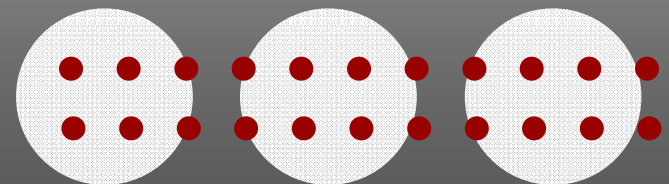


# Dean Exception Requests



**Occasional and non-recurring exceptions are to be documented in the travel system and require Dean's approval (facilitated by OFBS)**

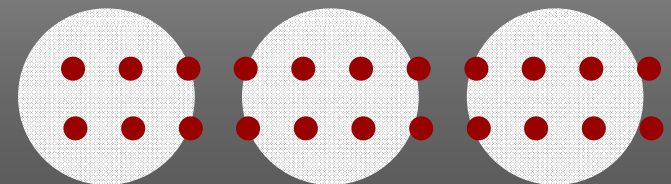
*Dean's approval process remains unchanged*



## Our Charge....

- ❖ *Embrace simplification and streamlining*
- ❖ Learn new policies and procedures
- ❖ Provide accurate information; support change
- ❖ Utilize support services (EHE ASK Bubi, policies, FAQs, etc...)
- ❖ Understand that reasonableness will look different depending on the situation
- ❖ Assume positive intention

*You are culture changers...*



# Our Charge....

There will be will different perspectives.... Take time to understand someone else's perspective when determining "reasonableness"

EXCELLENCE ► EMINENCE

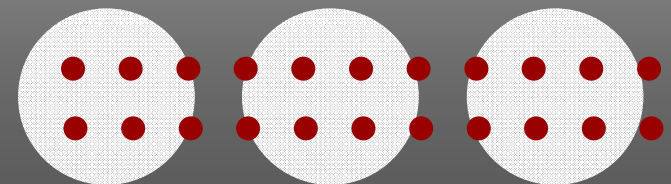
**THE MOST EFFECTIVE OF ALL HUMAN FEARS  
WHICH PREVENTS THE DEVELOPMENT OF  
FULL POTENTIAL IS THE  
FEAR OF FAILURE AND THE FEAR OF SUCCESS.**



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*There will be different perspectives*



## Questions?

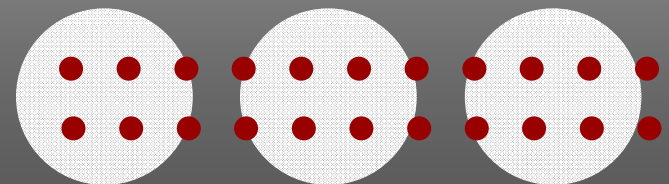
### Links to

- ✓ this presentation
- ✓ University revised policies
- ✓ Updated OFBS Travel envelope
- ✓ FAQs

Will be posted at:

<http://ehe.osu.edu/admin/business/latest-info.cfm>

Resources are available





## Questions??????

Policies (reference websites when available)

### Unit fiscal officers

EHE Admin – Faith Haleem 2-5197

CS – Jeanne Vonville 8-3822

Centers – Al Knox 2-9173

HDFS – Bobbie Bowling 2-5385

HN – Carol Hinkle 2-5504

P&L – Kelly Crawford 2-5182

PAES – Karmella Spears 2-2805

T&L – Kim Cave 7-2650

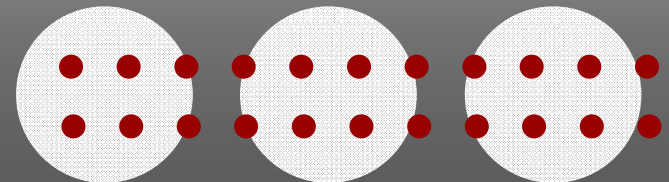
### EHE “ASK BUFI”

Christina Fultz 247-6747 [Fultz.17@osu.edu](mailto:Fultz.17@osu.edu)

### College Senior Fiscal Officer

Betsy Lindsey 688-3320 [Lindsey.3@osu.edu](mailto:Lindsey.3@osu.edu)

Resources are available to answer  
your questions





The End

# THANK YOU

For taking time out of your busy day to participate today

Thank you – Thank you- Thank you

