New Hire Orientation to
Campus Life Finance
Our Mission:

To provide financial support to the Division of Campus Life through managing financial transactions, budgets, projections, management information, and financial auditing.

Our Goals:

- Standardization across the division
- Provide consistent policies
- Provide support to all departments
- Consolidate purchasing of goods to reduce waste and duplication
- Reduce the total FTE devoted to finance efforts
- Provide reports, projections, and budget management
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CAMPUS LIFE BUDGETS

1. Budget
2. Expenses
3. Policies
4. Special Cases
5. Reference

Education & General (University Funded)

- Central Admin
- Athletics & Rec
- Career Center
- DUC
- SHS
- Student Activities (SGA)

Includes:
- Campus Life Central
- Barkley Forum
- CASAA
- Communications
- Counseling Center
- OHP
- Finance Svc Center
- Learning & innovation
- Parent & Family Prog.
- Student Success Prog.

Auxiliaries (Self-supported)

- Dining
- Housing
- Bookstore

Includes:
- Res Life
- Greek Life
- Conduct
- SAAC
- Conferences
## BUDGET

### ROLES AND RESPONSIBILITIES

<table>
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<th>Executive Leadership Team</th>
<th>Department Heads</th>
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<td>• Determine Campus Life priorities</td>
<td>• Coordinate Departmental budget requests</td>
<td>• Manage budget process</td>
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<td>• Approve each area’s budget request before submitting to CL Finance</td>
<td>• Provide goals and budget narratives</td>
<td>• Timelines</td>
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<td>• Approve CL budget before budget hearing</td>
<td>• Present accurate budgets for their areas</td>
<td>• Communication</td>
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<td>• Ensure that spending and revenue levels meet the approved budgets for the year</td>
<td>• Point of Contact for Central Finance</td>
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<td>• Budget Hearings</td>
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<td>• Provide analytical and administration support</td>
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<td>• Inquiries</td>
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<td>• Reporting</td>
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<td>• Budget data entry</td>
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There are different methods to acquire goods and services depending on their nature.

Emory provides a Commodity Matrix guide to assist staff in determining how to acquire and pay for commonly ordered equipment, supplies and services.

- Emory’s Commodity Matrix

*Purchases of goods and or services over $3,000 may require multiple quotes from different suppliers.* Please check with the Finance Service Center if you have any questions about this process.
PAYMENT METHODS:
EMORY EXPRESS - APPROVERS OF GOODS AND SERVICES

Emory Express (SciQuest) is the **primary purchasing platform** for all goods and services. Some of the benefits of using Emory Express include contract pricing, sustainability, and sales tax exemption.

Approvers are responsible for ensuring that their department follows the **procurement guidelines of Emory University** and for exercising fiscal responsibility with the use of University funds.
1. For access to Emory Express, you must have completed training. Sign into the [Emory Learning Management System (ELMS)](#).
2. Browse or search the Catalogue of classes for:
   1. **Emory Express (#260344)**
   2. **Compass 9.2 What's New in Emory Express For Approvers eLearning (#260533)**
3. After completing the class, you will need to follow the directions on this job aid to complete your access: [http://online.flipbuilder.com/qsea/rhef/#p=1](http://online.flipbuilder.com/qsea/rhef/#p=1)
PAYMENT METHODS:
CORPORATE CARD

What card do you need?

Most staff will only need a corporate card. The Emory corporate card should be used for reimbursable expenses, and it is the preferred method of payment for travel-related charges. Staff will utilize Compass to process expense reimbursements. The Cardholder is responsible for ensuring that card balances (issued on the 14th of every month) are paid in full and posted by JP Morgan Chase by the due date listed on the statement. This can be done by expensing all business-related charges through Emory’s Compass Travel & Expense system.

Here is the link for more information; including the application to apply for a corporate card.
PAYMENT METHODS: PURCHASING CARD

Depending on your role within your department, some individuals may be designated as primary purchasing agents. Those individuals may need a Purchasing Card.

Here is the link to the Purchasing Card information page
Please read the purchasing card policy: Purchasing Card Policy
PAYMENT METHODS:
TRAVEL

Please set up your access to either book your travel or allow your travel arranger (administrative assistant) to book your travel by clicking here.

See the slide for Emory travel-related policies or see an overview of travel related policies by participating in the on-line class listed below:

- Sign into the Emory Learning Management System
- Search the Catalogue of classes for “Booking Travel at Emory” (#260364).

All airline reservations must be made using one of the Emory Travel Networks (Tbiz or Maupin Travel). Travel that is booked outside of these guidelines may not be reimbursed, and the employee may be personally responsible for the charges.
To pay other departments within Emory, please send a request to move the funds internally via journal entry.

Requests can be sent by email to your CL Finance Service Center liaison.

All journal entries must be processed and approved through the Campus Life Finance Service Center.
EXPENSE REIMBURSEMENTS:
PROCESSING TRAVEL & EXPENSE REPORTS

Before getting your corporate card, you will need to take some classes to get acquainted with our Accounting system (Compass) and how to process travel and expense reimbursements.

You will need to complete the two classes below (and in this order). To do so, sign into the Emory Learning Management System. Sign in using your Emory University ID and password:

1. “Institutional Data Management” (#410001) to learn the basics of Compass. This is a pre-requisite class for Travel & Expenses.
2. “TE Expense Enhancements eLearning (Non-Heavy)” (#260454)
EXPENSE REIMBURSEMENTS:
RECEIPT REQUIREMENTS

Both a Summary Receipt and Itemized Receipt are required – the difference is shown:
Please be aware of Emory’s procurement policies:

**General Purchasing Policy**

**Authority and Responsibility for Acquiring Goods and Services**

**Compliance with Procurement Policies**

**Conflict Materials Policy**

**Ethical Guidelines**

*Purchases of goods and or services over $3,000 may require multiple quotes from different suppliers.* Please check with the Finance Service Center if you have any questions about this process.
Please be aware of Emory’s travel policies. 
https://finance.emory.edu/home/travel/index.html

Here are some other useful links:

**Emory Receipt Requirements**

**Meal Per Diem** (only used for certain guests, or international travel that is not put on the Emory corporate card)

**IRS Mileage reimbursement rates**

**Tax-exempt certificates for lodging by state**

**Non-reimbursable items**
Business Meals Taken with Other Employees

Meals with other Emory employees are generally not reimbursable. Meals with Emory colleagues should be considered a personal expense unless one of the following is true:

a) a non-Emory employee is also present and business is being conducted;

b) the meal is in honor of an Emory employee’s beginning or ending of employment at Emory or other significant Emory or professional achievement;

c) business being conducted among Emory employees is such that it cannot be done in the office or another time. (An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement/expense request); or

d) rare or atypical instances where, with approval of a supervisor, employees may work during normal meal breaks with other employees, e.g., working lunches.

If under ten (10) attendees, provide a list of attendees’ names, their titles, affiliation and the business purpose on the request for reimbursement or charge to an Emory account.

To learn more about Emory policies, go to: [http://policies.emory.edu/](http://policies.emory.edu/)
There are certain situations that require additional assistance and/or forms from the Finance Service Center. Some of these include:

- Paying an individual
- Small dollar reimbursements to students and/or residence life staff
- Single/sole source suppliers
- Setting up new supplier
- Setting up ACH for new suppliers
SPECIAL CONSIDERATIONS IN PURCHASING
GIFT CARDS

- **Preferred method for purchase is Emory Express – PLAN AHEAD!**
- Gift cards for faculty and staff must be reported to payroll
- Emory Express offers physical cards or e-gift card codes
- If recipients are already known, please provide list of names at time of purchase
- **Gift Cards for Faculty or Staff:** Presentation of gift cards to faculty/staff must be in compliance with employee gifts policy. You must create and submit a Gift Report in Compass Financials prior to placing your order in Emory Express. When completing the Emory Express requisition, you must include the following supporting documentation in the internal notes: (1) the name of the recipient, (2) the reason for the gift, and (3) attach the email approval from Payroll of your Gift Report in Compass.
SPECIAL CONSIDERATIONS IN PURCHASING CELL PHONES

- Cell phones may be required for some employees. Some employees that are required to be “on duty” may also receive a subsidy or cell phone reimbursement up to $60 per month.

- Please check with your department director to see if you are eligible.

- If you are eligible, you will need to complete the following:
  - [Campus Life Cell Phone Policy](#)
  - Make a request to [Campus Life Technology Services to order your phone](#)
America To Go: One of the preferred vendors for food/catering

- Provides searchable menus and saved favorites
- Guarantees “24/7” customer service telephone and order tracking
- Ensures health standards are met and proper insurance coverage
- Provides clear approval routing process through Emory Express

Bon Appetit is also a preferred vendor for Campus Life.

Remember to plan ahead!
SPECIAL CONSIDERATIONS IN PURCHASING BOOK PURCHASES

• Book purchases should be processed through Barnes and Noble
  • There is special agreement for better pricing and discounts that benefit Campus Life
  • To order books through Barnes & Noble, departments can request to charge their speed type using any of the following methods:
    • In person: Order in person at the bookstore
    • By phone: Call the bookstore: (404) 727-6222
    • Via Email: Send your order via email to Lang Thompson wlothomp@emory.edu
SPECIAL CONSIDERATIONS IN PURCHASING IT PURCHASES

• IT purchases should be made by logging a ticket through the ServiceNow system
  • [http://it.emory.edu/help/it_support/index.html](http://it.emory.edu/help/it_support/index.html)
  • Technology purchases include "anything that plugs into a wall," apart from obvious non-tech exceptions (desk fans, electric pencil sharpeners, electric staplers, etc.)
  • A ticket through CLTS will ensure that all purchases get the best possible product at the best possible price, while conforming to Emory policies and procedures.
  • With some larger purchases (departmental software, for example), departments should allow time for a possible IT governance process, which is conducted at the Emory (as opposed to Campus Life) level.
The Campus Life Finance Service Center will be happy to answer questions and/or provide you with any supplemental forms.

Please email CLFSC@emory.edu. Our goal is to provide a response or resolution within 2 business days.
FAQ’S

Why was my expense report sent back to me?
If your expense report was sent back, the reason will be indicated in the notes section. Log into Compass, go to Self Service, click on Modify, and make the necessary corrections. **Please remember to resubmit your expense report. Saving it will not put it back into workflow.**

If I am on a trip, can I charge gasoline to my corporate card?
YES--If you are renting a vehicle, you can charge gasoline to your corporate card.
NO--If you are driving your own personal car and are being reimbursed for mileage.

Can I purchase an alcoholic beverage with my meal while I am traveling?
The purchase of alcoholic beverages during trips and/or business meals is highly restricted. Please check with your department head for specific guidelines.

Can I purchase gift cards with my corporate card?
No--**Gift cards should be purchased through Emory Express.** Gift card purchases are flagged for audit, and all purchases will require a list of recipients. Any staff member that receives a gift card (in any amount) will be taxed for that amount.
FAQ’S

I forgot to submit my expense report and now I have late charges. What do I do?
Expense reports should be submitted within 10 days of the expense date. *If you forgot to file your report, you are responsible for the late charges.* You should pay the late fee to JP Morgan from your personal funds.

I entered an order through Emory Express. How can I check the status of my order?
Log into Emory Express, click on your name, and check your requisitions. You can check workflow approvals and see the exact status of your order.

I entered an expense report and they credit card payment has not posted to my account. How can I check the status of my report?
Log into Compass, on the main menu, go to:
Employee Self-Service > Travel and Expense Center > Expense Reports > View
Click search to see all of your expense reports.
*The Finance Center recommends all employees with a Corporate Card check their wallets and expense reports status on a regular basis to avoid late fees.*