Notes from Business Managers’ Council Meeting
March 27, 2013

**Year End Cut-Off Dates:** Joel distributed a memo to the group entitled ‘Cut-Off Dates for Fiscal Year 2013’. It is similar to last year’s memo with some minor changes to the dates.

**WiSDM Training Update:** Joel has received a lot of valuable feedback from CAS folks about their training. Joel said he will be working on customizing the training of the attendees for future training sessions. If anyone has any immediate training needs, let Joel know as he is willing to do one-one-one training if needed.

**Special Course Fee Project Update:** Joel has met with a couple of groups regarding this update and is working on customizations to suit specific situations. All new special course fees should be completed with project numbers by May 1, and the existing special course fees should be completed by fall. Project numbers for existing special course fees should be set up by May 1st, even though the transfer of revenue from existing SCF departments will not happen until the end of the fiscal year, and the projects for existing SCFs will not be used until Fall term. New special course fees for summer will use projects.

**Travel Regulations Update:**
- The ‘1201 Travel & Expense – Booking & Payment of Business Air Travel’ policy was distributed to the group. Effective July 1, 2013, we will not be able to book travel through a local travel agent (with two notable exceptions). We will have to book through the new booking tool – either online or via phone. The reason for this is threefold: 1) this will be a way to identify who is traveling; 2) this will be a vehicle for unused tickets to be used; and 3) this will be a way for the airlines to see what is spent, etc. so they can offer discounts.
- The timeline for Meals, Incidentals and Lodging Reimbursement changes has been delayed until at least the fall, and probably until January 1.

**MDS System Changes:** MDS is now called Shop@UW. A system for supervisor review of Shop@UW transactions is being developed and should be in place within two months. It will include a monthly email statement being sent to all of the supervisors of Shop@UW account holders with detailed activity of the last month’s charges that the supervisor will need to review and approve.