Notes from Business Managers’ Council Meeting
September 26, 2012

- Redbook budgets are loaded. Please check yours.
- Travel Updates, Changes
  - You can ‘shop til you drop’ on travel sites, but you can only purchase from another site (instead of Concur) if you are saving more than $100.00 for the exact same flight and you need to print out the websites with the prices within the same period (one hour).
  - Meal rules – actuals/NOT per diem. When completing the TER, you need to claim the actual amount that you spent for your meal up to the meal maximums allowed by UWSA Policy. Receipts are not required. Joel will be putting this information in the Falcon Daily so that staff and faculty are aware.
  - Please make sure you know what the restrictions are for meeting meals and refreshments, starting with ensuring that all such arrangements are both reasonable and necessary.
- Rolling out Projects to all Funds – Think of a project as a sub-department. Projects allow there to be multiple separately trackable situations under one department. Currently, projects are used for grant accounts 133, 233 and 144. Projects will start to be used more in the future for things such as special course fees. This will allow for better tracking of the fees. A good use for projects is when the account will only be used for a short amount of time.
- Timeline for use of Projects with Special Course Fees.
  - As a few of the business managers pointed out during the meeting, the deadline for special course fee paperwork for the Spring 2013 term is October 1, 2012. Our intention is to make the transition to projects entirely on special course fees by July 1, 2013. To accomplish that, we plan to begin using Projects on all new special course fees requested between now and July, and on July 1 have new project opened and in place for all existing special course fees that were originally set up with a department code.
  - In order to set up new projects for special course fees, we will need to identify a dedicated department or create a new department in each discipline under which new special course fee projects will reside.
  - If you have questions about this initiative, please contact Joel Heuschele at joel.heuschele@uwrf.edu, or by phone at x3265.
- WiSDM Tree Structure – This structure will be reviewed in coming months to better reflect how units are structured. Please review the structure within your college/unit and send suggestions for changes to joel.heuschele@uwrf.edu
- Summer Session and J-Term budget allocations – Because these accounts are not considered in the carry over calculation for each college, there is no advantage to the colleges for the amount of budget to more closely match the expenditures. Until such time as Summer Session budgets are resized to more accurately match actual expenditure targets, no assessments will be for colleges over their summer allocations.
- Deficit Balances in PR Accounts – There is a correction to the mention of deficit balances in PR being reviewed. These deficit balances will still be reviewed over the next couple of months, but will be done by the Budget Office rather than the Accounting Office.