

Procurement Services Information

CBOG April 14, 2016

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff> under the Announcements section at bottom of page.

Old Information:

1. **Travel Reimbursement Mobile App:** The new travel reimbursement app is out there live for all Clemson employees to use. See more information under the MyClemson Travel Reimbursement Guidelines links here - <http://www.clemson.edu/procurement/travel>

New Information:

2. **P-Card Unauthorized Use Policy:** This was discussed at last CBOG meeting and feedback was received. A draft of a new policy has been shared with Business Officers for additional feedback. Pending any concerns or issues with this, the new policy will be implemented as part of the larger P-Card policy and shared with campus by the end of the month.
3. **New Chip and Pin P-Card Re-card:** The last opportunity for scheduled training and hand out of the new chip and pin card is scheduled for 4/14. As repeatedly communicated, those that have not attended the training will have their current p-card suspended. To date, we have trained 900 or the 980+ cardholders. Further communication will be sent to those that have not attended training regarding the status of their P-cards.
4. **Enterprise Invoices:** Enterprise has started expanding their direct billing, to include rentals that are made nationwide through the custom link on our website. The transition will be gradual and because of how it is being implemented, everyone should continue to plan that they will need to pay and be reimbursed when renting a car when they travel (i.e. at the airport in Dallas). However, given that Enterprise has begun direct billing, it is important to pay the invoices in a timely manner when received. Procurement is currently distributing a stack of past due invoices and it is imperative that these get paid as some are way overdue. Also note that EAN is who we are paying for these direct bills – EAN is a part of Enterprise, but it is important to pay the proper supplier based on the invoice.
5. **New Travel Management Partner:** As previously shared, Clemson has entered a contract with *Christopherson Business Travel* to provide a full-service, online, and mobile and telephone travel solution provider for domestic and international university business needs. As they begin to build a travel website for us and prepare to help us with all our travel needs, we will share information with you and gradually roll out new travel related news, guidance and information. At this point we are happy to announce that Christopherson is able to help coordinate all group travel that might arise. Those areas that routinely bid out group travel, can now simply contact Christopherson to arrange this travel now.
6. **Non-Travel Reimbursements:** For discussion.
7. **Requisitioner Certification:** The annual Requisitioner Training/ Certification was rolled out with a deadline for completion of 3/31/16. Those Requisitioners who have not completed the training have been notified and have had their Requisitioner roles taken away in buyWays. They will need to complete the training (listed on the Procurement website under training) prior to be given their roles back in buyWays.