



## Procurement and Business Services Information

### CBOG March 7, 2024

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff/index.html> under the Announcements.

#### Concur/Travel Items

- 1. Clemson Air Card:** This card is for employee's airfare only. Guest/visitors and students should be put on the P-Card or personal card.
- 2. New User Interface in Concur:** Currently users can toggle over between the current theme and the new theme. Beginning in April, the theme will permanently change (more information on the new look along with what's changed to follow.)
- 3. Enterprise Direct Bill:** Direct bill is available for guest/visitors and students if they wish to use it. Currently, the invoices are emailed to Clemson Travel which are then distributed to each respective department. Enterprise has offered another solution that will get the invoices to the right people instead of Procurement guessing who the invoice handler is for each area. Each department/college will provide an email address of the person that should receive invoices and Enterprise will send the invoices weekly/bi-weekly to each email we have on file. From there, each department should look for any invoices pertaining to them and pay them through BuyWays.
- 4. Travel on Sponsored Awards:** We worked directly with Grants & Contracts to add a new section in the procedures that specifically covers [sponsored federal travel](#). This section covers travel costs and what can be reimbursed, airfare requirements (Fly America Act), conference agendas, and finally lodging per diem requirements.
- 5. Lodging Per Diem:** Adding pop-up message in the hotel booking section of Concur to capture data. Travelers using federal funds will have to provide a reason as to why they did not book the most economical hotel (GSA rates + 150%). Anyone not traveling on federal funds will be able to choose "not applicable".
- 6. Approver Escalation:** The main concern of most employees from the Anthony Travel sessions is the time it takes approvers to approve travel request and reimbursements. We have had some approvers take 2 months or more to approve which affects the timely posting to Peoplesoft as well as reimbursement to our employees. Until this point, we have not put any time constraints around approvals in Concur because we wanted everyone to get used to the system. We would like to turn these approvals on but would like to hear your feedback on how many days to allow approvers to approve (the time limit is based on actual days, not business days).
- 7. Government Lodging Rates:** During the Anthony Travel sessions, many of employees inquired about government lodging rates. The government lodging rates are loaded in Concur for properties located in South Carolina only. Government rates cannot be guaranteed outside of South Carolina although some properties may still honor that discount, it all depends on the person working the desk. Travelers should be prepared to present their Clemson ID to receive the government rate inside of South Carolina.

## **Procurement Items**

- 1. Personal Purchases:** We've had many questions come up recently regarding whether or not it is okay to purchase certain types of items for the office. Things like Tylenol, feminine products for the restroom, Bose headphones, etc. In most cases the answer is going to be NO. Personal purchases or items for personal use have always been prohibited. It is hard to have a black and white answer for some of these, but we always suggest using the "Greenville News test." That is if the News got hold of the details of that purchase and wanted to run a story about abuse by state employees using taxpayer money for frivolous or personal use, would you as the purchaser/approver feel 100% comfortable explaining the business use for that purchase – that it was truly something we HAD to have to conduct business. Yes, some things are nice to have in the office, but it is a slippery slope to say we NEED to provide Tylenol to employees who might get a headache. We do not need to be doing that – employees can provide their own medicines, comforts, clothing, etc.