SJSU SAN JOSÉ STATE UNIVERSITY

WHAT'S UP FINANCE

10/19/2017

- AVP Updates – Marna Genes
- Budget Updates, Capital Projects – Susan Jaynes
- International Travel Tips – Marla Perez
- Travel Topics – Gail Finney
- Change Orders – Shauna Rios
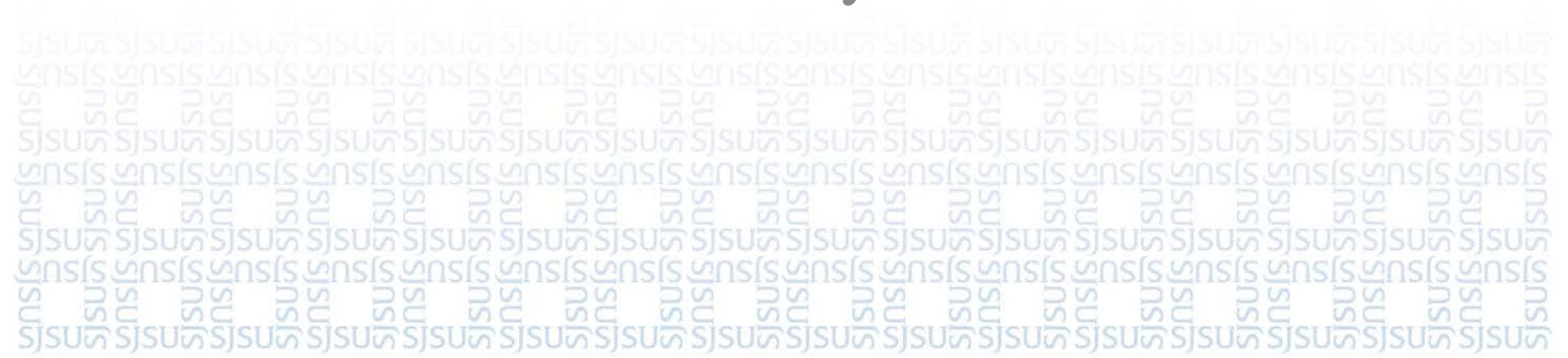
AVP Updates

Marna Genes

- Staffing Changes

- Customer Service Survey

Budget Updates, Capital Projects

Susan Jaynes

- 2017 Annual Budget

- Cost Allocation Plan – Fall Update

- Systemwide policy and practices under review and discussion
  - Expecting cost recovery activity to be re-incorporated into CSU Operating Fund
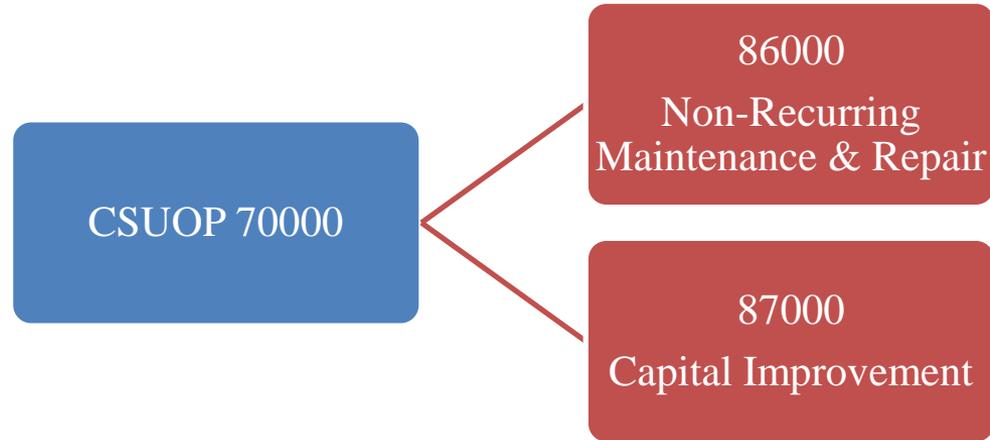 - New ICSUAM Policy – Budget Oversight

- Fund Balances

- In 2014, CSU was granted increased authority to use CSU operating funds for capital projects and finance projects

- New authority requires that the C.O. reports on the systemwide volume of capital activity

Campus

- Campuses now must direct-charge Capital Funds to support systemwide reporting

- New series of Capital Funds have been established

- Expenditure fund follows the funding source

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                          ┌──────────────────────┐
                          │        86000         │
                          │    Non-Recurring     │
                   ┌──────│ Maintenance & Repair │
┌──────────────┐   │      └──────────────────────┘
│              │   │
│ CSUOP 70000  │───┤
│              │   │      ┌──────────────────────┐
└──────────────┘   │      │        87000         │
                   └──────│ Capital Improvement  │
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- Funding is transferred (670xxx accounts) to capital funds (replaces "chargebacks" to department)
- Capital Reserve Funds created; funding managed at the Division level (CSUOP, CERF funds only)

International Travel Tips

Marla Perez

- **International Travel Insurance** for faculty and staff leaving the country on SJSU business or research
- This insurance is a layer of coverage above the University's regular insurance for employees involved in University-related activities.
- Travel to high hazard countries must be approved by the Campus President. List of current high hazard countries is available on the State Department Hazardous Countries List website.
- Request should be submitted 45 days prior to travel date. Request is submitted through FTS.

What's Covered:

- Employers Liability. Bodily injury by accident/disease
- Primary accident or sickness expense benefit
- Emergency medical benefits
- Emergency medical evacuation
- Repatriation of remains benefit
- Trip cancellation
- Accident and sickness coverage, including medical evacuation from the country in the event of an emergency.
- Replacement of lost or stolen passports, lost baggage assistance, emergency cash, and legal assistance.

TIPS for High Hazard International Travel

Please provide the following on the authorization

- Contact information of where Faculty will be staying including phone, email, and hotel address.

- How will Faculty be traveling from where he/she is staying and where he/she will be conducting university business?

- What airport will Faculty be traveling to?

- Where will Faculty be staying at?

Travel Topics

Gail Finney
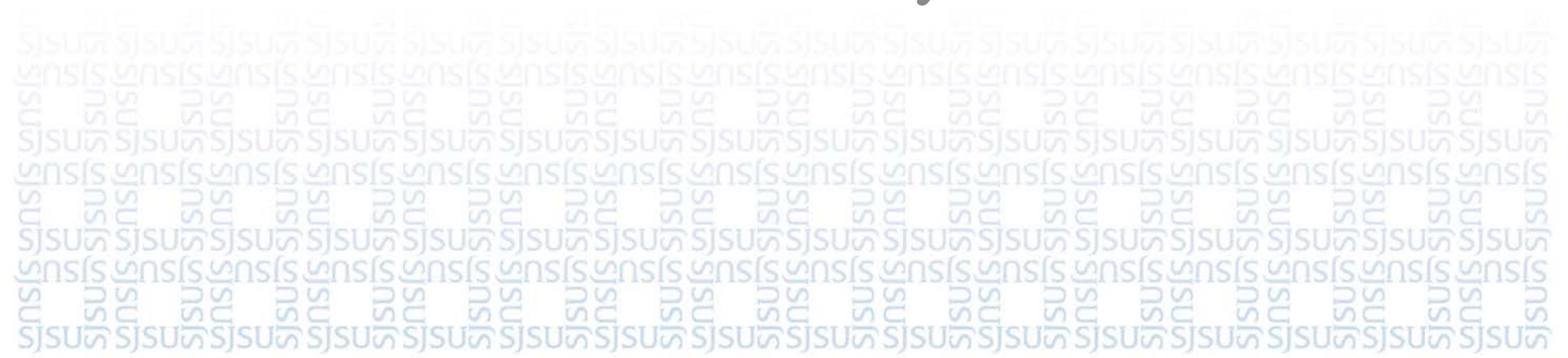
SJSU TRAVEL GUIDE – REVISIONS RELEASED SEPTEMBER 20, 2017

- The current revisions to the Travel Guide (http://www.sjsu.edu/finance/docs/travel_guide.pdf) are intended to further clarify trip information required to facilitate and to help ensure, the proper review and approval of university business travel expenses. The changes are summarized in the following table:

Section(s) Revised	Summary of Revision(s)	Travel Document Type	Revision Date
Page 5 Responsibilities Traveler Responsibilities	Additional requirements or clarification: • Clearly state business purpose and inclusive trip date range. • Conference/meeting agenda. • "Business meeting" must identify who with and for what purpose. • Personal time added onto a business trip must be identified.	Travel Authorization Travel Reimbursement	9/20/2017
Page 12 Rental Cars	Text added to require business justification for any rental vehicle upgrades.	Travel Reimbursement	9/20/2017
Page 25 Appendix E Out of State Domestic Travel Restriction	Text added to address effective date when states are added to the DOJ restricted list; current list of states shown alphabetically.		9/20/2017

AB 1887 – CSU Travel Restrictions FAQ's

The Chancellor's Office recently updated and posted the following FAQ's related to travel restricted states under Assembly Bill 1887. AB 1887 was authored by Assembly member Evan Low, representing District 28 which includes San Jose State University.

The states currently on the restricted list are:

- Alabama
- Kansas
- Kentucky
- Mississippi
- North Carolina
- South Dakota
- Tennessee
- Texas

Frequently Asked Questions Regarding Assembly Bill 1887

1: What is Assembly Bill 1887 (AB1887)?

AB1887 is a California law that restricts state agencies from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. For a complete text of the bill, please visit the California Legislation information website: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1887

2: When do the AB1887 CSU Travel restrictions go into effect?

AB1887 CSU travel restrictions are effective January 1, 2017.

3: Who does AB1887 apply to?

AB1887 applies to all CSU employees, officers, or members, as well as non-employee travelers, including students.

4: How does AB1887 affect CSU Travel?

As a result of this new law, the CSU is restricted from requiring employees to travel to certain states. Additionally, the CSU is prohibited from approving state-funded or state-sponsored travel to those states. The state to be traveled to is the deciding factor for the ability to travel, not the funding source for the travel, unless one of the documented exceptions is met (see FAQ #7). Per the memorandum issued by Steve Relyea, dated July 27, 2017 ("*Travel Ban and Monies Under GC 1139.8*"), monies that are appropriated by the legislature, either as part of the budget process or continuously appropriated (e.g., tuition and fees) may not be used to pay for travel to the current list of banned states unless the travel falls under one of the exceptions noted in the legislation. Monies received by a campus auxiliary organization may be used for such travel, consistent with campus and auxiliary policies. Private funds may also be used for such travel.

SJSU has extended the travel restriction to auxiliary funding; exceptions included in the law may be granted if applicable.

5: How do I find the states that are on the list?

The complete list of affected states will be maintained on the California State Attorney General's website, https://oag.ca.gov/ab1887.

6: Can I refuse to travel to the states on the California State Attorney General's website?

Yes, the CSU cannot require an employee, officer, or member to travel to the affected state, unless the travel meets one of the exceptions.

7: What are the exceptions to AB1887 travel prohibitions?

Exceptions to AB1887 (https://oag.ca.gov/ab1887)travel prohibitions are as follows:

1. Enforcement of California law, including auditing and revenue collection.

2. Litigation.

3. To meet contractual obligations incurred before January 1, 2017.

4. To comply with requests by the federal government to appear before committees.

5. To participate in meetings or training required by a grant or required to maintain grant funding.

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.

7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

Any travel completed using the above exceptions to prohibited travel per the AB, must contain documented approval of the exception.

8: What if I booked my travel prior to January 1, 2017, how am I to handle trips to States listed on the Attorney General's website?

If travel arrangements were made and/or paid for to an affected state prior to the law's effective date, then the university will reimburse for all travel expenses incurred before and after the law's effective date. Campuses should have a procedure in place to check the Attorney General's website prior to making any travel reservations.

9: What is the effective date for the travel ban to states that were added to the list after January 1, 2017?

The travel ban applies to all states on the Attorney General's list – regardless of when added – as of January 1, 2017. This means that if you were authorized to travel to a state after January 1, 2017, but the state is later added to the banned states list, and you plan to travel to this state <u>after</u> its addition to the list, you may not be reimbursed for the travel and it must be cancelled, approved through the campus exception process, or funded using a private or non-state source.

10: Can I invite prospective employee, speakers, or consultants from states on the Attorney General's list?

Yes. AB1887 applies to the states that one is traveling to, not the states that one is traveling from. The CSU can reimburse for travel expenses of someone traveling from a state on the Attorney General's website.

11: Can I attend a webinar that is hosted from a State that is on the Attorney General's banned list?

Yes, as long as you are not traveling to a banned state to participate in the webinar.

If you have any questions, please contact Maggie DeLaMere, Travel Specialist (4-1572 or margaret.delamere@sjsu.edu), or FinanceConnect (4-1588 or financeconnect@sjsu.edu), or Gail Finney, Director, Finance Support & Accounts Payable (4-1683 or gail.finney@sjsu.edu).

SJSU SAN JOSÉ STATE UNIVERSITY

Web-based form	• No more emails!
Leverages FTS security	• No need to request additional access!
Auto-populated purchase order information	• No need to search for the supplier ID, requisition number, etc. – we provide it for you!
Built-in approval notification and routing	• Notifications to the requestor and the approver • Know when you submitted the request and when it's approved • Receive a PDF copy of the processed change order via email!
Ability to upload support documents	• Upload documentation to support the request
Document retrieval in FTS	• Everything related to a requisition in one place! • Captures requisition lifecycle (Req – PO – Invoice/Payment – Change Order)

- Log in with SJSUOne credentials
- Populates purchase order details
- Select approver from a drop-down list
- Provide request summary, additional info
- Add lines or change existing – as many as necessary!
- Upload supporting documentation (optional)
- Submit!

- Receive email notification – change order request for your approval

- Log in – Inbox w/ items for approval display

- Approve or Deny

- You're done!

- [Procurement Pathways](#)

- [Change Order FAQs](#)

- [Change Order Business Process Guide](#)

- Come to an Overview Session!
  - Friday, 10/20/17 from 2:00pm to 3:30pm in Clark Hall 505
  - Tuesday, 10/24/17 from 2:00pm to 3:30pm in Clark Hall 505

- Finance Connect