



**WHAT'S UP?  
FINANCE & BUSINESS  
SERVICES  
OCTOBER 25, 2019**



**Welcome to  
What's Up!**

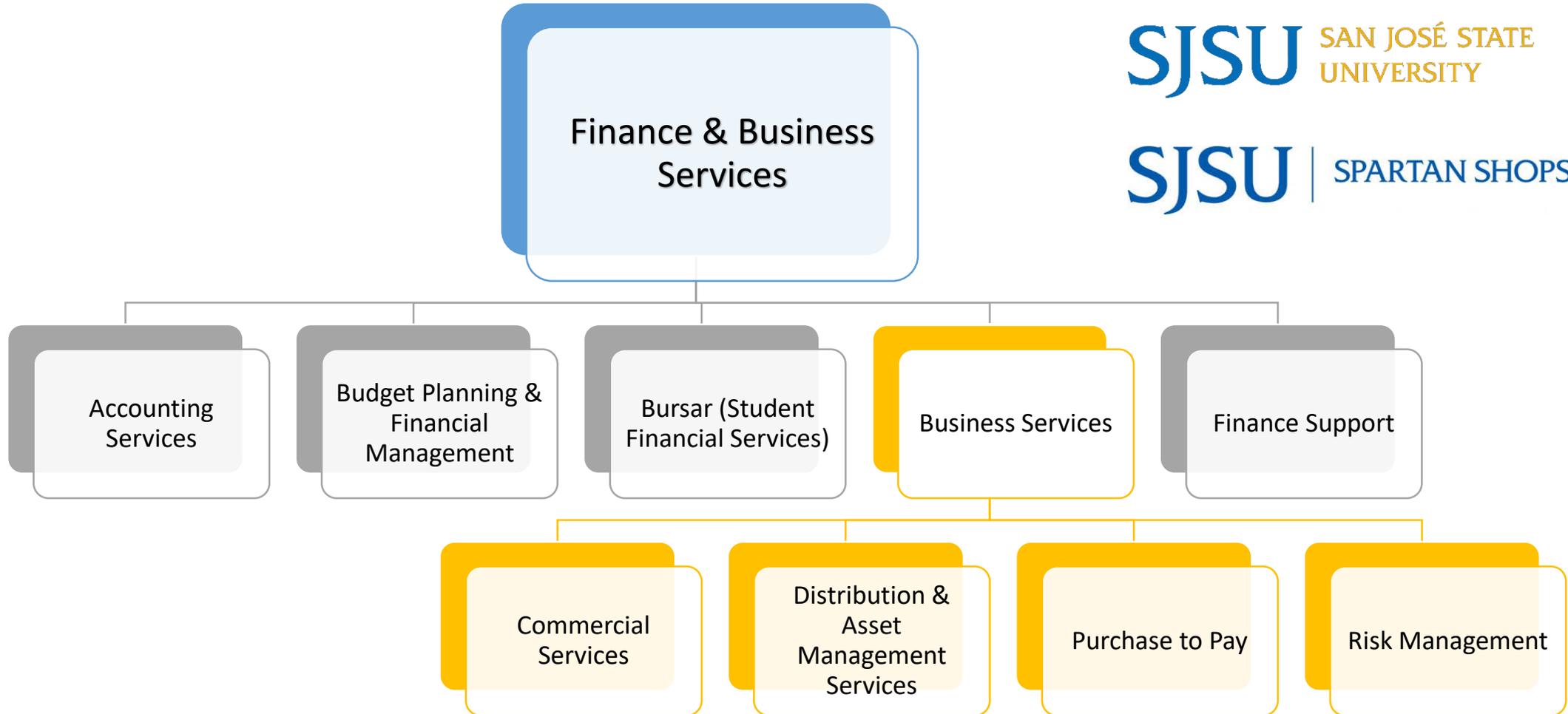
1. Welcome and Introductions – Marna Genes
2. Bursar Office Updates – Meg Deiss
  - Recard
3. Website – Shauna
4. Technology Updates
  - Payment Works – Shauna
  - FTS Enhancements – Shauna
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5. Purchase to Pay – Kathleen
6. Did you Know? Sara & Kim
7. Helpful tips
  - a. Contracting Out – Barb
  - b. Revenue Generating Agreements – Barb
  - c. E-invoice vs. Requisition - Kim
  - d. Enterprise – Preferred Rental Provider -Kim
8. Driving on University Business - Marla

# **Welcome & SAVP Announcements**

Marna Genes, Sr. Associate Vice President-Finance

**SJSU** SAN JOSÉ STATE  
UNIVERSITY

**SJSU** | SPARTAN SHOPS



60 S Market



Paperless ProCard, GoCard, and Non-employee Travel

4,400



Distributed \$128M in Financial Aid



No Audit Findings



Collected \$300M in Student Fees



\$200M Comp Pool

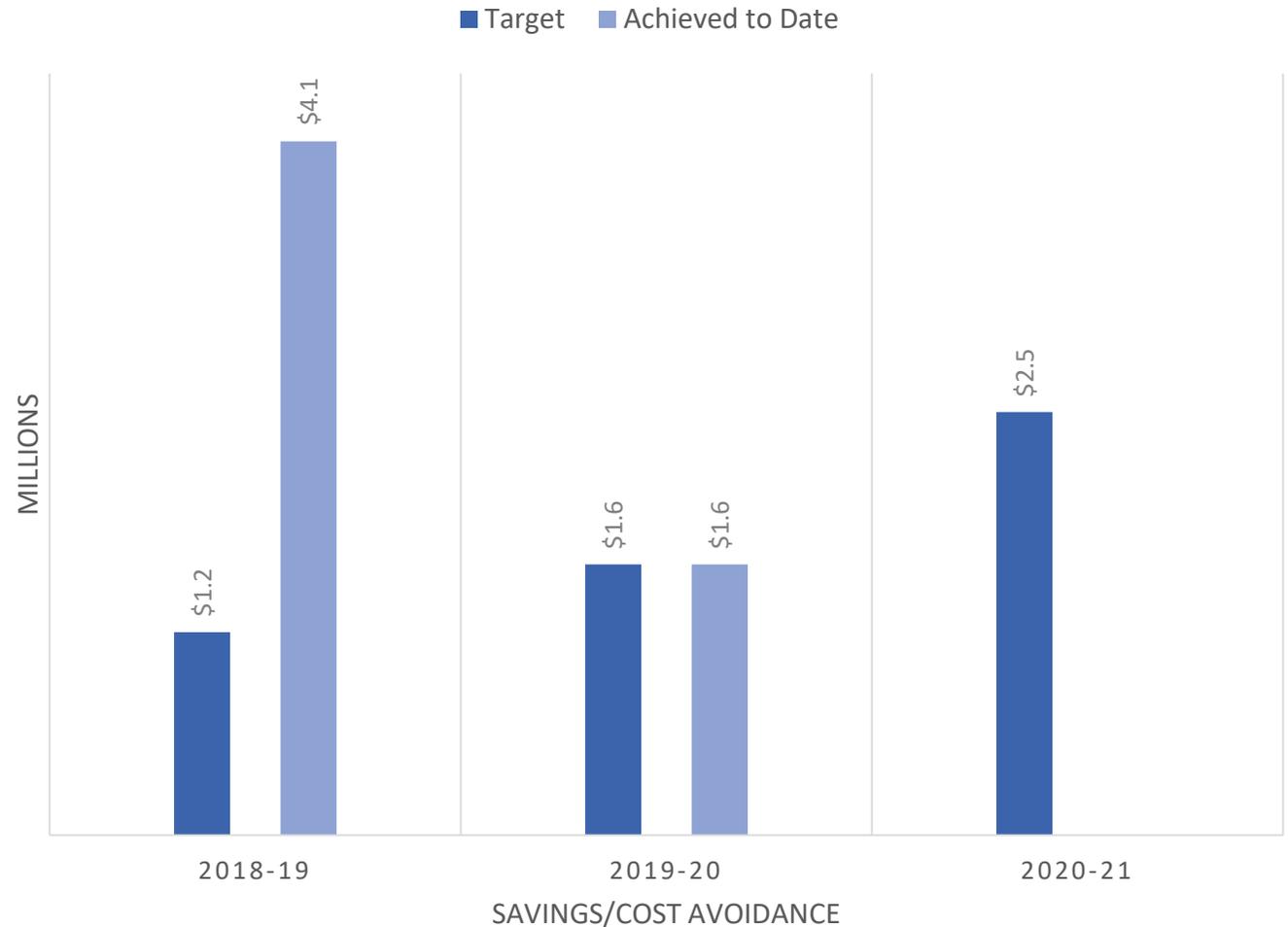


2 million!



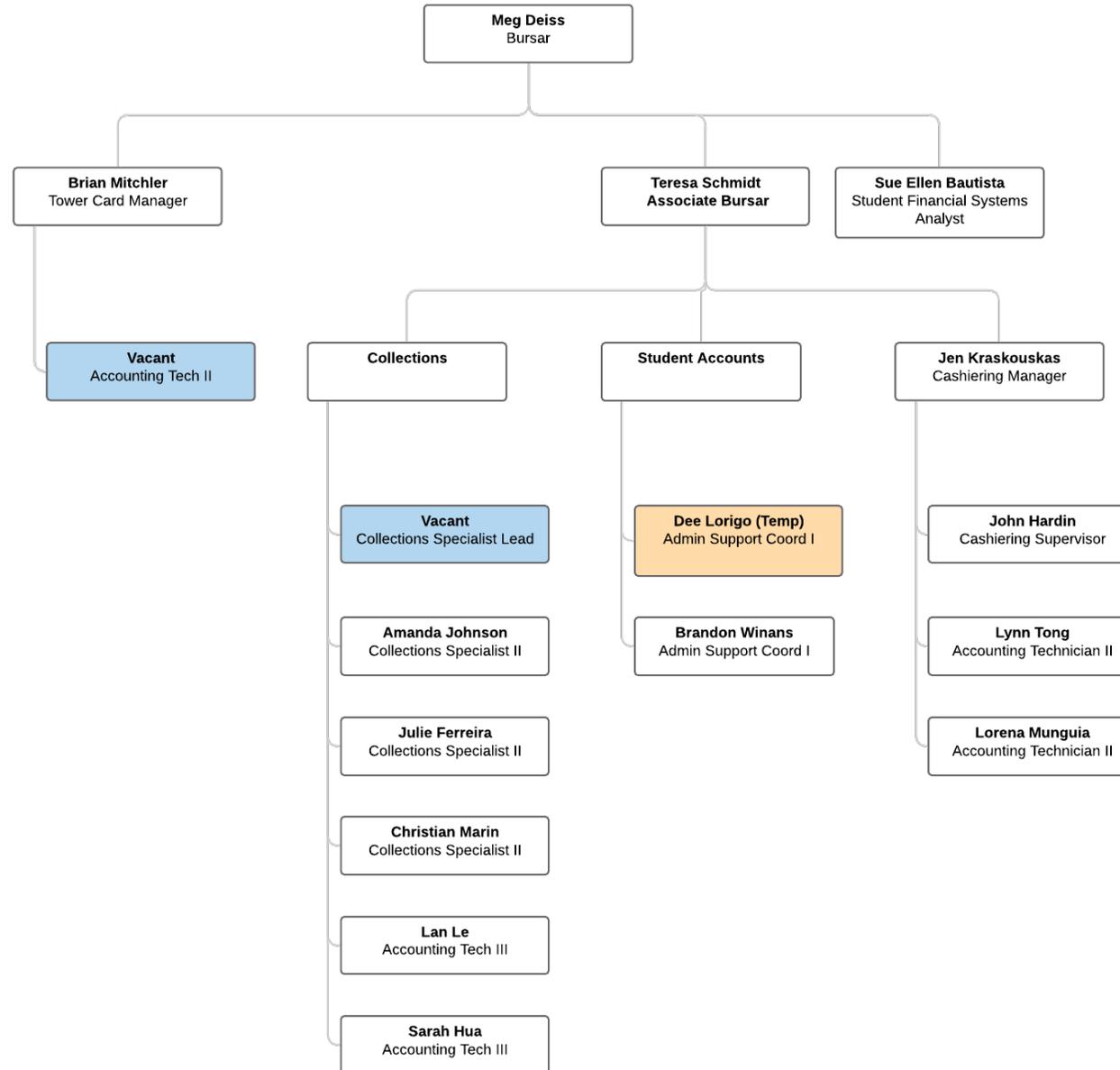
42,000

- Multi-year initiative to achieve savings and efficiencies through good purchasing and contracting practices
- SJSU beat its goal last year and has already met this year's goal!



# Bursar's Office Updates

Meg Deiss, University Bursar



- Rollout during the spring semester.
- Staff and faculty will be contacted prior to printing cards to determine if they need to submit a new picture.
- Cards will be issued only to staff and faculty who do not currently have a proximity card.
- There will be a designated point person in each department to distribute the cards.

# Website Update

Shauna Rios, Associate Director for Finance Support and Innovation

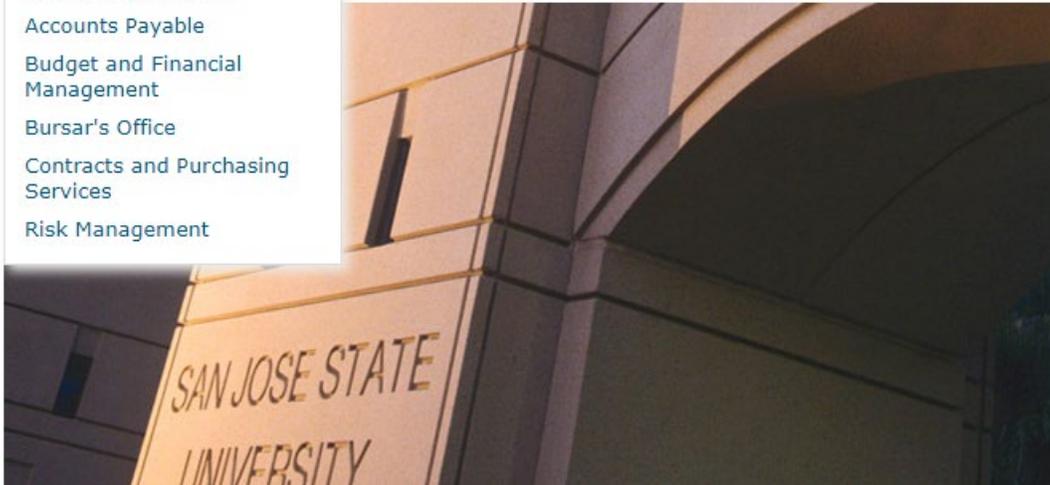
## Current Website

**FINANCE**  
SAN JOSÉ STATE UNIVERSITY | ADMINISTRATION & FINANCE

Search

[Get to Know Us](#) [FinanceConnect](#) [Forms](#) [Policies and Guidelines](#) [Directory](#)

- Our Core Services
- Accounting Services
- Accounts Payable
- Budget and Financial Management
- Bursar's Office
- Contracts and Purchasing Services
- Risk Management



## New Website

Home > Finance and Business Services

### Finance and Business Services

[Services](#)

[FinanceConnect](#)

[Forms & Resources](#)

[FAQ](#)

[Contact Us](#)

- Accounting Services
- Assets & Property Management
- Budget & Financial Management
- Commercial Services
- Contracts
- Mail & Distribution
- Procure to Pay
- Risk Management
- Student Accounts
- Suppliers
- Transparency & Public Records
- Travel
- Other Services

### Business Services

440 x 8

- Descriptive information which follows the steps within a process
- Easier to identify content relevant to your inquiry
- Stand alone PDFs vs. Web page content

## Finance and Business Services

Services

FinanceConnect

Forms &amp; Resources

FAQ

Contact Us

&lt; Back to Contracts

**Types of Contracts**

Steps to Getting a Contract

Special Approvals

Forms &amp; Resources

FAQ

Contact Us

## Types of Contracts

Click on the links below to learn more about the different types of contracts available at SJSU.

[Agreements for Sale of Goods](#)**[Agreements for Services](#)**

An Agreement for Services is an agreement between two or more parties agreeing to the performance of a task or service. Similar to an Agreement for Sale of Goods, an Agreement for Services specifies the service to be performed and sets an agreeable standard of completion for these services.

[Athletic Contest Agreements \(Guarantee-Game Contracts\)](#)[Electronic & Information Technology \(E&IT\) Agreements for Goods and Services](#)[Intra-Agency Agreements](#)[Interagency Agreements](#)[International Agreements](#)[Material Transfer Agreements \(MTA\)](#)



- January 2020 – Planned Go Live
  - Redirect [sjsu.edu/finance](https://sjsu.edu/finance) site to new content
- Gradual phase out of old website with goal to retire by June 30, 2020

# Technology Updates

PaymentWorks

FTS Enhancements

## Why are we doing this?

- Streamline the supplier onboarding process
  - Transfer responsibility from Campus to Suppliers
    - Self service of supplier profile
    - Review payment information and invoice status
- Improve campus reporting capability
- Improve security
  - Level 1 data protected
  - Increased fraud protection
    - Banking validation for US banks
    - Tax ID validations @ IRS website
  - Data validation

## Payment fraud on the rise

**82%** of organizations hit by attempted or actual payments fraud in 2018<sup>1</sup>.

**64%** of attempted or actual payments fraud attacks resulted from actions of an individual outside the organization.

**58%** of companies reported that payments fraud originated from Business email compromise.

**22%** of companies experienced fraud perpetrated by third parties or outsourcers, such as a vendor.

**21%** of companies reported attempted/actual account takeover fraud, which includes malware and other methods.

<sup>1</sup>According to the 2019 AFP Payments Fraud and Control Survey Report underwritten by J.P. Morgan, as presented to the CSU by Wells Fargo Bank.

## How will this benefit me?

- No more Vendor 204 form collection!
- Reduction in onboarding time – quicker ability to complete requests
- Streamlined process
  - Same process for requisition and direct payment

Main Menu | Profile | Preferences | Security ▼ | Setup Data ▼ | Exit

## Requisition

### Header Information

\* Denotes a required field

Status	Open
Req No.	New
Date	10/18/2019
ATI Type	E&IT Single User ▼
Header Comments:	<input type="text"/>

### Contact Information

\* Requester

\* Phone

*A valid phone number:  
5 digit format : xxxxx or x-xxxx  
10 digit format : xxxxxxxxxxxx or xxx-xxx-xxxx*

### Shipping Information

\* Ship to  
 048-RCVNG  048-RCVNG ▼

\* Desired Due Date  
 11/1/2019

### Supplier Information

\* Name  0000042333  
 New Vendor ▼

Select New Vendor



PaymentWorks

Vendor Master Updates

Shauna Rios,  
San Jose State University (Test)
Help
Account

Home
Vendor Profiles
Updates
New Vendors
Reimbursements

SHOW: Onboardings

	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">VIDEO TUTORIAL</div> <p><b>Filter Results:</b></p> <p>Vendor Name: <input type="text"/></p> <p>Vendor #: <input type="text"/></p> <p>Contact E-Mail: <input type="text"/></p> <p>Invitation Approval: <input type="text"/></p> <p>Invitation Delivered: <input type="text"/></p> <p>Account Created: <input type="text"/></p> <p>Registration Form: <input type="text"/></p> <p>Source: <input type="text"/></p> <p>Invitation Initiator: <input type="text"/></p> <p style="margin-top: 10px;"><a href="#">Clear Filters</a></p> <p style="margin-top: 10px;"><a href="#">Send Invitation...</a></p>	03/22/2019	10/14/2019	Titus's Dog House	Clicked	Email Validated	Complete Vendor #: 9087345	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>
	10/11/2019	10/11/2019	Diversity Test 1	Clicked	Email Validated	Not Started	<div style="width: 25%; height: 10px; background-color: #007bff;"></div>
	10/08/2019	10/08/2019	Heritage Flag Company	Clicked	Email Validated	In Progress	<div style="width: 50%; height: 10px; background-color: #007bff;"></div>
	05/30/2019	09/17/2019	Quick Test	Clicked	Email Validated	Not Started	<div style="width: 25%; height: 10px; background-color: #007bff;"></div>
	03/11/2019	08/12/2019	Finding Nemo	Clicked	Email Validated	Complete Vendor #: 87654	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>
	03/11/2019	08/12/2019	Dolphins are cool	Clicked	Email Validated	Complete Vendor #: 4858695	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>
	08/05/2019	08/12/2019	invitation Approval Process	Clicked	Email Validated	Not Started	<div style="width: 25%; height: 10px; background-color: #007bff;"></div>
	08/08/2019	08/08/2019	Testing Tax Role	Pending Approval	No Account	Not Started	<div style="width: 5%; height: 10px; background-color: #007bff;"></div>
	08/08/2019	08/08/2019	New Vendor	Pending Approval	No Account	Not Started	<div style="width: 5%; height: 10px; background-color: #007bff;"></div>
	03/15/2019	08/08/2019	BOOYAH!WebsiteS	Clicked	Email Validated	Complete Vendor #: 4858685	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>



### Invite New Vendor

Company/Individual Name:\*

Contact E-Mail:\*

Verify Contact E-Mail:\*

Description of Service or Product:\*

Initiator Phone Number:\*

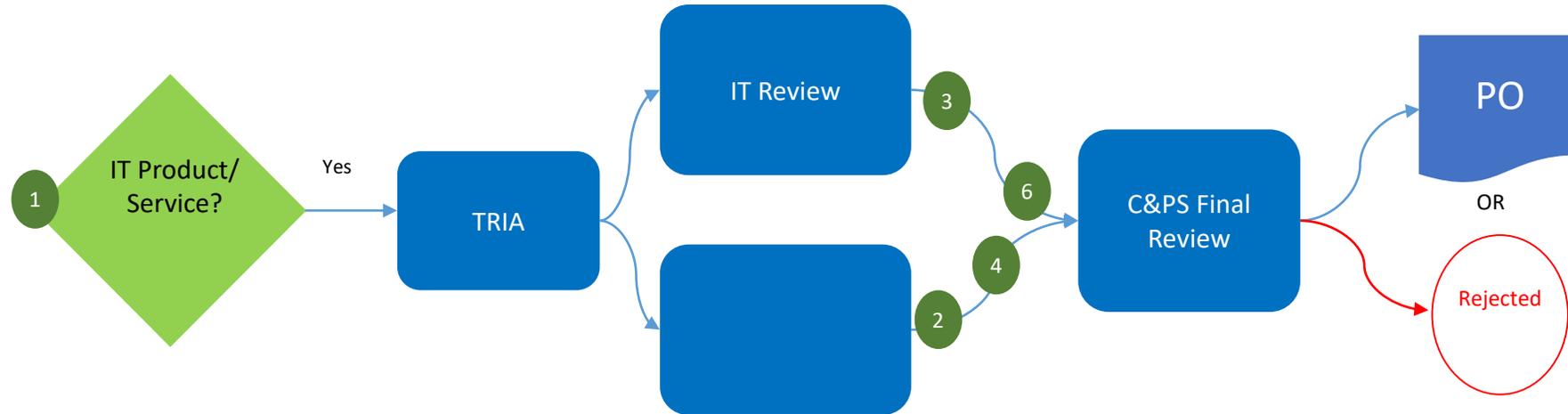
\*Required Field

- Final testing phase – happening now!
- Onboard existing suppliers – November
- New experience in FTS – November/December

- Supporting PaymentWorks project
  - Remove supplier address
  - Inactive suppliers
- Approving Official selection dropdown
  - Requisition
  - Direct Payment

# TRIA

Sara Bonakdar, Associate Director, Contracts & Purchasing Services



### C&PS - IT Collaboration

1. C&PS notifies requestors to complete [TRIA](#) before submitting Requisition Order in FTS  
URL: [https://docs.google.com/forms/d/e/1FAIpQLSfevJ09itKb7WWSab-jCjRwhWgh9M5He5clEds\\_6bAdp59bdA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfevJ09itKb7WWSab-jCjRwhWgh9M5He5clEds_6bAdp59bdA/viewform)
2. C&PS enters WR # in TRIA [Response Sheet](#)  
URL:  
[https://docs.google.com/spreadsheets/d/1BHV8qBrYsWb2NUDZY8rIJ1v9zY\\_yvXvtoVKRO3dnxhM/edit#gid=1660448670](https://docs.google.com/spreadsheets/d/1BHV8qBrYsWb2NUDZY8rIJ1v9zY_yvXvtoVKRO3dnxhM/edit#gid=1660448670)
3. IT reviews and provides comments to C&PS
4. C&PS leads communication between requestor, vendor and IT.
5. Please send related emails to the mailbox: [vpat-review@sjsu.edu](mailto:vpat-review@sjsu.edu) as much as possible.  
Sample Subject Title: **WRXXXXXXXX <Keywords>**
6. IT sends the risk assessment/recommendation to C&PS before C&PS final review

Process improvements in order to prioritize and streamline requests that are review-ready. Those types of requests are:

- TRIA submissions that include VPAT submission to IT team.
- Requisitions that have a completed TRIA and VPAT and/or data security documents from the requested supplier.



In order to ensure timely completion and prioritization of your requests, please take the following steps:

- Submit your requisition within 7 business days of TRIA submission.
- Submit the VPAT or security documents within 7 business days of TRIA submission.

If requisition and TRIA submissions are lacking these steps, requisitions may be cancelled.



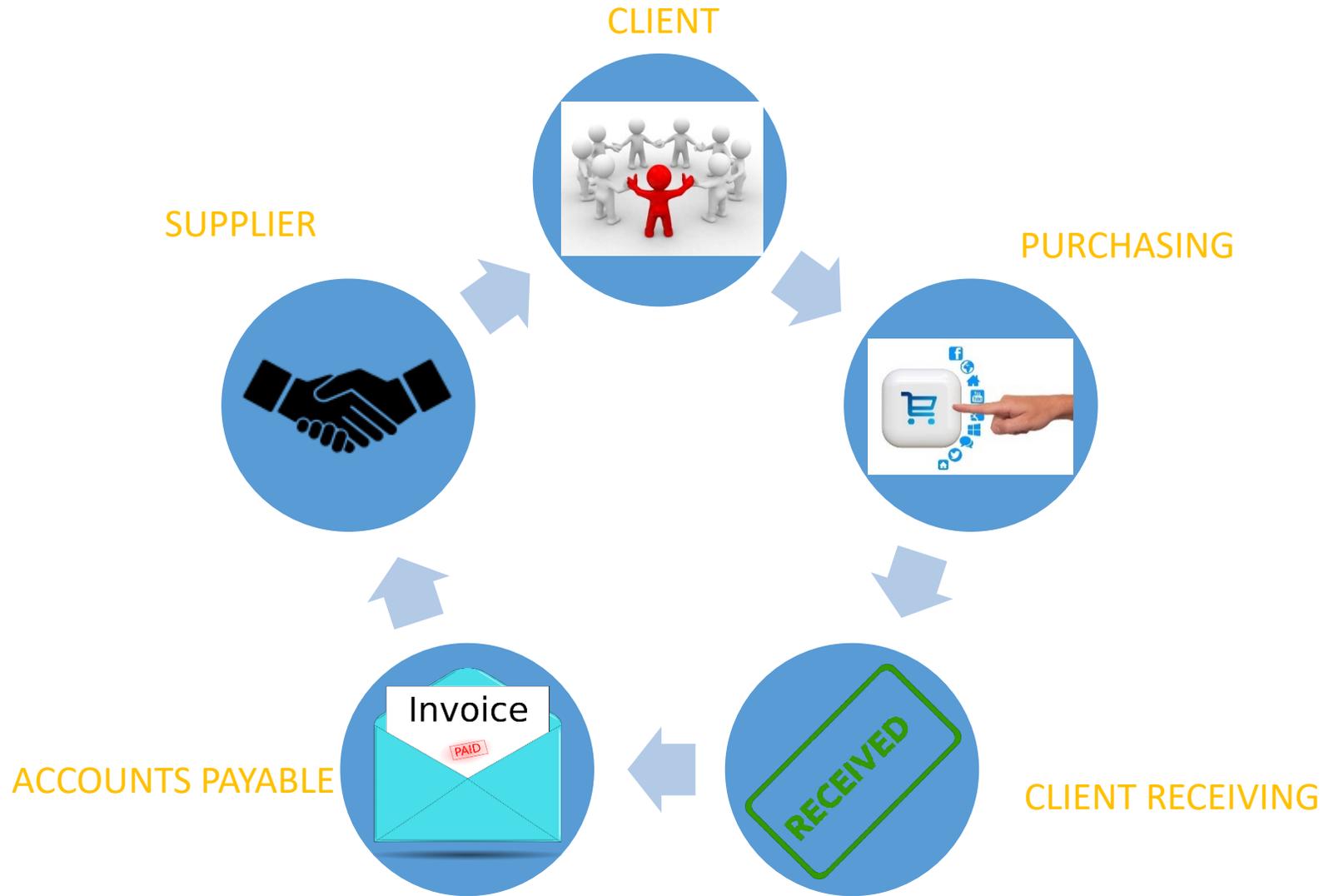
# Purchase to Pay

Kathleen Prunty, Associate Vice President, Business Services

“The purchase-to-pay system begins with requisitioning, proceeds to procurement, and ends with payment. Requisitioning is the process of formally requesting a service, item, or product with a purchase request form. Procurement happens when the goods or services are received. The system ends when payment is made.”

Source: Investopedia





Did you know that there is a difference between the approval of financial expenditures (approving officials) and authority to *sign* purchase orders, contracts, agreements?

Contractual delegation of authority is limited to administrators who have been duly delegated *in writing* by the Campus President or designee.

You have the budget available for a luxury vehicle rental. Can your boss approve a Ferrari rental?

- A. Approval of the financial expenditure
- B. Authority to override CSU policy
- c. Authority to sign the rental contract



## Governance: Fiscal vs. Contractual

Delegation of Authority – Fiscal	Delegation of Authority - Contractual
Operating funds	Ability to sign contracts – based on your delegation of authority memo
Trust Agreements	Each DOA must contain: Dollar limits, Procurement Types and Executive Order
Donor Funds	

Current Status: *Active*

Policy Stat ID: 6597623



**Effective:** 9/12/2013  
**Last Revised:** 9/12/2013  
**Next Review:** 9/12/2020  
**Owner:** *Darryl Dearborn: Assoc Dir of Procurement Opers*  
**Area:** *Business and Finance*

## Delegation to the Campus Presidents; ICSUAM 5102.00

### Policy Objective

To ensure the efficient and thoughtful transfer of any authority for contracting and procurement activities.

### Policy Statement

Campus presidents have received delegated authority from the Chancellor to purchase, sell, lease, or license personal property and services in accordance with Trustee policy and law. Additionally, campus presidents have the authority to lease real property in accordance with Trustee policy and law. Presidents are responsible for the preparation of campus internal policies and procedures consistent with these policies. Should campus presidents choose to further delegate their purchasing authority, campuses must maintain documentation of such delegation.

The delegated authority is subject to the condition that certain of these transactions be submitted to the Office of the Chancellor for review and approval. These transactions are:

1. Any transaction which exceeds \$250,000 and is awarded without the taking of competitive bids (sole source). This condition does not apply to sole brand acquisitions which are acquired under competitive procedures nor to contracts pursuant to systemwide contracting activities, such as CSU Master Enabling Agreements, and following individual contract instructions issued by the Office of the Chancellor;
2. Transactions which contain systemwide or multi-campus obligations, liabilities or encumbrances (requests for delegation shall be considered);
3. Transactions which contain provisions for the tax-exempt financing of equipment or services;
4. Contracts to obtain legal services to be performed by outside (non-CSU) counsel;
5. Lease agreements for real property where the commitments of the Trustees, or property leased, is to be used to support the issuance of bonds, certificates of participation or notes, or where there is a transfer of interest by installment sale or other form of security;
6. Lease agreements for real property with a term of twenty or more years or with options that result in a potential term of twenty or more years;
7. Lease agreements for real property with any annual lease payment equal to or greater than \$1,000,000;
8. Lease agreements for real property that permit the development of real property of the CSU pursuant to policies of the Trustees on public/private or public/public development.

Transactions or requests related to the preceding conditions must be submitted with all related documentation and an explanation of the transaction to the Office of the Chancellor to coordinate program & legal reviews.

**Office of the Executive Vice Chancellor**  
**Business and Finance**

Approved: September 12, 2013

**FINANCE**

SAN JOSÉ STATE UNIVERSITY | ADMINISTRATION &amp; FINANCE

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[Get to Know Us](#) [FinanceConnect](#) [Forms](#) [Policies and Guidelines](#) [Directory](#)[SJSU Home](#) > [Finance](#) > [Policies and Guidelines](#) > [Delegation of Authority for the Approval of Financial Expenditures Guidelines](#)

## Delegation of Authority for the Approval of Financial Expenditures Guidelines

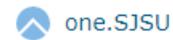
The purpose of this guideline is to ensure financial responsibility and accountability for expenditures made on behalf of San José State University.

The delegation of authority for approval of financial expenditures is limited to Approving Officials. Approval Officials are defined as management level staff consisting of MPP level employees and department chairs.

Exceptions may be granted with written approval by the Provost for the Academic Affairs Division; however, no exceptions to the delegation of authority will be made for approving Direct Pay purchases or ProCard/GoCard Adjustment Reports. All other exceptions must be approved by the Vice President for Administration and Finance.

Financial expenditures must be approved in accordance with CSU and SJSU policies and procedures.

Refer to [Delegation of Authority for the Approval of Financial Expenditures \(PDF\)](#) for complete guidelines to approving financial expenditures.

[one.SJSU](#)[Canvas](#)[Athletics](#)[Give to SJSU](#)

### Navigate

[← BACK to Policies and Guidelines](#)[Campus Reserve Policy](#)[e-Invoice](#)[GoCard Manual](#)[Hospitality Guidelines](#)[PO Change Orders](#)[ProCard Manual](#)[Procurement Pathways](#)[Property Office Procedure Manual](#)[DAAFE Webpage](#)

# CSU Policy Library

California State University policies establish oversight, guidelines and procedures for nearly every aspect of the 23 campuses and the Office of the Chancellor.

Click the button below to search all CSU policies by title, number or area.



## **New & Revised Policies**

- [Business and Finance: Construction Management for Public Works Contracts; SUAM Section XII](#)
- [Business and Finance: Administration of Student Organization Funds; ICSUAM 3141.01](#)
- [Business and Finance: Capital Outlay and Public Works Contracts; SUAM Section I](#)
- [Business and Finance: California State University Sustainability Policy](#)
- [Academic and Student Affairs: 2019-20 Academic and Course Reporting Schedule; ASA-2019-09](#)

# Contracting Out & Revenue Agreements

Barb Keltner, Contract Analyst Lead



If you are requesting a contract for services that could be performed by our employees, University Personnel should be consulted.

For example, temporary staffing services.

What is a revenue generating contract?

- When the University is receiving funds for a specified scope of work, associated fees or services from another entity or institution.

What steps do I need to take?

- Start with Contracts & Purchasing Services – We will help guide you through the steps!
- Coordination needs to occur with: Contracts & Purchasing Services, Budget & Financial Management, Accounting Services and the Bursar's Office. Each area services a role throughout the life of the contract.
- Revenue generating contracts require an established chart-string for check deposits.

# **E-Invoice vs. Requisition & Enterprise**

Kim Gamblin, Associate Director, Accounts Payable

How do you get an invoice paid?

E-Invoice vs Requisition upload



There are several methods to submit invoices to Accounts Payable:

1. E-Invoice SJSU Portal (preferred)
2. Supplier can submit invoice to email box “supplier-invoices@sjsu.edu”
3. Email to an Accounts Payable Specialist
4. Campus Mail

**SJSU** SAN JOSÉ STATE UNIVERSITY Financial Transaction Services

Welcome Kim Gamblin

Main Menu Profile Preferences Exit

### AP Processing

#### Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)  
**Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.**

- + Travel Authorization
- + Travel Reimbursement

#### Purchasing/Payments

For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)  
**Note: at month-end, all open and pending transactions over two months old will be deleted.**

- + Requisition
- + Direct Payment Voucher
- + Reimbursement Voucher

#### Other

- + ProCard/GoCard Statement Submission
- + PO Change Order Request
- + e-Invoice Submission

Access it here or using the tile in ONE.SJSU.EDU

SAN JOSÉ STATE UNIVERSITY



one.SJSU  
Spartan App Portal

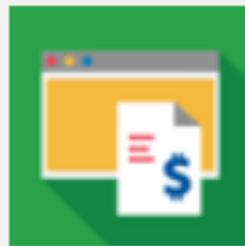
einvoice

Browse Categories ▾



Search Results

SJSU E-Invoice



SJSU E-Invoice  
*website*



**E-INVOICE**  
SAN JOSÉ STATE UNIVERSITY

## SJSU e-Invoice

Submit Purchase Order invoices electronically to the Accounts Payable Office.

All fields are required:

**Purchase Order Number:**

(Enter the complete 10-digit PO Number. Click [PO Number](#) to see sample.)

**Supplier ID:**

(Enter the complete 10-digit Supplier ID. Click [Supplier ID](#) to see sample.)

**Invoice Number:**

**Invoice Amount:**

**Invoice Date:**  
(mm/dd/yyyy)



**Upload File:**

No file chosen



- Main Menu
- Profile
- Preferences
- Exit

### AP Processing

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- + 🔍 Requisition
- + 🔍 Direct Payment Voucher
- + 🔍 Reimbursement Voucher

#### Other

- + ProCard/GoCard Statement Submission
- + PO Change Order Request
- + e-Invoice Submission



Header Comments:

### Supplier Information

**Name**  
SUGGESTED VENDOR  
**Number**  
0000008733  
**Address**  
1 WASHINGTON SQUARE  
SAN JOSE  
CA  
95112

### Order Detail

Line #	Qty	UoM	* Unit Price	Ext Amt
1	1	EA	495.00	495.00

Item Desc:

- Agreement, Student Placement
- Agreement
- Amendment
- Backup Documentation
- Formal Solicitation File
- Insurance Certificate
- Lease
- Quote/Proposal
- Scope of Work Specification
- Sole Brand/Sole Source
- VPAT
- 204 Form

Although this says upload, this is not E-Invoice

DeptID	Program	Class	Project	Deliver To	Quantity
1614				SOMA 0470	1

### File Upload

\* Select File

Browse... No file selected.

Upload Attachment(s)

#### For File Upload:

- \* The upload functionality works in browser IE 10 and above, Firefox and Chrome.
- \* Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.
- \* The file name cannot contain characters such as ?, #, \*, and %.
- \* Separating files by doc type is optional; files including multiple doc types is allowed.

To get an invoice paid, please do not submit it in your requisition.

- All documents uploaded to the requisition are considered “backup documentation” only.
- Invoices submitted to the requisition are not forwarded to A/P.
- Invoices must be submitted to Accounts Payable directly in order for them to be paid.

Requisition process is not the correct method for submitting invoices.

Folder Type: Dynamic

PUR Requisition - WR000

Heartland ECSI

San Jose State University  
One Washington Sq  
San Jose, CA 95192

Period Ending

- July 31, 2018
- August 31, 2018
- September 30, 2018
- June Actual
- June Estimate

Please make check payable to:

Please mail check to:

Via ACH:

Questions? Please contact [clientsupport@heartland.com](#)

Document List

DOCUMENT NAME

Contains...

- PUR Backup Documentation (WR000-30000) - 9/4/2019 3:21:11 PM**
- PUR Requisition (WR000-30000) - 9/6/2019 8:22:02 AM
- PUR Purchase Order - Unsigned (WR000-30000) - 9/20/2019 5:00:41 PM

Items: 3

E-Invoice is the correct process for submitting invoices.

Folder Type: Dynamic

PUR Requisition - WR000

ElementCamera\_SJSU\_Invoice18150.xls

Element Camera, LLC

5835 Doyle St. STE A  
Emeryville, CA 94608  
206-799-0389

To: San Jose State University

Rental Contact: Shoot Dates

Days	Description
3.00	Easyrig 3 with 600n Arm
3.00	SmallHD 702 Monitor Kit
3.00	100mm Hi Hat
3.00	4x5.65 True Pola

Make all checks payable to:  
Thank you

5835 Doyle St. STE A Emeryville, CA

Document List

DOCUMENT NAME

Contains...

- PUR Backup Documentation (WR000-30000) - 8/8/2018 1:14:38 PM
- PUR Requisition (WR000-30000) - 8/9/2018 8:23:59 AM
- PUR Purchase Order - Unsigned (WR000-30000) - 8/14/2018 4:00:11 PM
- AP PO Invoice (18150-7/30/2018-\$735.00-0000039788) - 10/30/2018 1:26:17 PM**
- AP PO Invoice Dept Approval (18150-7/30/2018-\$735.00-0000039788) - 10/30/2018 2:14:40 PM

Items: 5

## Resources:

- Requisition Tutorial  
[http://www.sjsu.edu/finance/docs/tut\\_fts\\_requisition.pdf](http://www.sjsu.edu/finance/docs/tut_fts_requisition.pdf)
- Finance Connect Tutorials  
[http://www.sjsu.edu/finance/financeconnect/training/fin\\_tutorials/](http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/)
- Finance Connect Blog – e-Invoice  
<https://blogs.sjsu.edu/financeconnect/2014/02/03/e-invoice/>
- Finance Connect Blog – e-Invoice redesign  
<https://blogs.sjsu.edu/financeconnect/2015/04/02/redesign-of-e-invoice/>
- E-Invoice SJSU Portal  
<http://einvoice.sjsu.edu/>
- A/P Directory  
[http://www.sjsu.edu/finance/directory/directory\\_bydept/ap\\_directory/index.html](http://www.sjsu.edu/finance/directory/directory_bydept/ap_directory/index.html)



- Enterprise is the “preferred” rental car company for the CSU
- Deeply discounted rate when booking with Fell Travel
- Most economical option is always ideal
- Not approved:
  - Upgrades (per CSU & SJSU Policy)
  - Prepaid Fuel charges are not reimbursable
  - Extra insurance coverage for university business is not needed and not reimbursable
- (For more information - Risk Management – Marla Perez)

There are several methods of payment for Enterprise Rentals:

1. Fell Travel Agency (gets the best rate)
2. GoCard
3. Personal Check

## Enterprise Rent-A-Car: Booking Through Fell Travel Agency for best pricing

	 enterprise	ALAMO	BUDGET	DOLLAR	HERTZ	THRIFTY
Compact DLY	\$33.96	\$77.32 - \$81.39	\$55.68 - \$72.00	\$85.65 - \$100.77	\$87.19 - \$102.58	\$78.00 - \$91.77
Compact WKLY	\$135.83	\$241.00 - \$253.68	\$187.05 - \$215.00	\$128.99 - \$151.75	\$220.70 - \$275.87	\$120.63 - \$141.92
Intermediate DLY	\$33.96	\$72.80 - \$76.63	\$40.89 - \$50.00	\$61.47 - \$68.30	\$88.81 - \$104.36	\$84.21 - \$99.07
Intermediate WKLY	\$135.83	\$243.22 - \$256.02	\$144.00 - \$160.00	\$122.30 - \$143.88	\$241.35 - \$283.94	\$122.30 - \$143.88
7 Passenger Van DLY	\$93.64	\$68.69 - \$72.31	\$66.60 - \$74.00	\$70.94 - \$83.46	\$79.03 - \$87.81	\$70.94 - \$83.46
7 Passenger Van WKLY	\$493.92	\$297.91 - \$313.59	\$264.30 - \$297.00	\$236.79 - \$278.58	\$265.98 - \$312.92	\$236.79 - \$278.58

Yay! For cost savings!

## Resources:

- SJSU Travel Policy  
[http://www.sjsu.edu/finance/docs/travel\\_guide.pdf](http://www.sjsu.edu/finance/docs/travel_guide.pdf)
- ICSUAM - CSU Travel Policy Search Page  
[https://calstate.policystat.com/policy\\_search/?q=travel](https://calstate.policystat.com/policy_search/?q=travel)
- ICSUAM - CSU Specific Travel Policies  
<https://calstate.policystat.com/policy/6965303/latest/>  
<https://calstate.policystat.com/policy/6594579/latest/>  
<https://calstate.policystat.com/policy/6946324/latest/>

# Driving on University Business

Marla Perez, Associate University Risk Manager





### University Employee

- “University employees” are defined as those persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff, and student assistants and persons on appointed volunteer status (Job Class Code 0050).

### University (CSU) Vehicles

- A University vehicle is defined as a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, tractors, forklifts, etc.



### Driving on University Business

- Complete the CSU Learn Defensive Driving Course (required every 4 years.)
- For those individuals who are required to drive on a regular basis a University Vehicle please complete the Application for University Vehicle Operation/Authorization form.



- If you will be using **your own** vehicle for University business you must complete form STD 261. The form must be updated every year.
- If you will need to drive more than once a month on University business whether your own vehicle, state owned vehicle including electric carts you must complete the defensive driving course as well as submit the necessary forms. The forms are available on our Risk Management website.



In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

*I hereby certify that*, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

*I further certify that*, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (*S.A.M. 2441*).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.



### Car rentals including U-hauls

- When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage ex. Enterprise. Renting vehicles from a non-contracted vendor is prohibited, unless vehicles are unavailable from the contracted vendor. Approvals from non-contacted vendors must be approved by Procurement.
- **Cars rented outside of the proper channels while on University business** become the personal responsibility of the renter. However, by proper use of the state's contracted car rental firms, you can be protected.



We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!

[http://www.sjsu.edu/finance/about\\_us/risk\\_mgmt/](http://www.sjsu.edu/finance/about_us/risk_mgmt/)

Marla Perez

Associate University Risk Manager

408-924-2159

Kathleen Prunty

Associate Vice President-Business Services

408-924-1550

Resources:

[http://www.sjsu.edu/finance/docs/travel\\_guide.pdf](http://www.sjsu.edu/finance/docs/travel_guide.pdf)

[http://www.sjsu.edu/finance/about us/risk mgmt/](http://www.sjsu.edu/finance/about_us/risk_mgmt/)

## Robert C Bain

Cesar Chavez Arch  
Sammy at Graduation

## Bruce I. Cramer

Fountain

## David Schmitz

MLK Library  
Tower Hall  
SJSU Gate

**Questions?**