

Finance & Admin Update

The latest news, updates, and announcements from Finance, Finance Centers, Campus Services, Human Resources, Information, Technology & Consulting, Integrity & Compliance, Internal Controls Services, and Safety & Security

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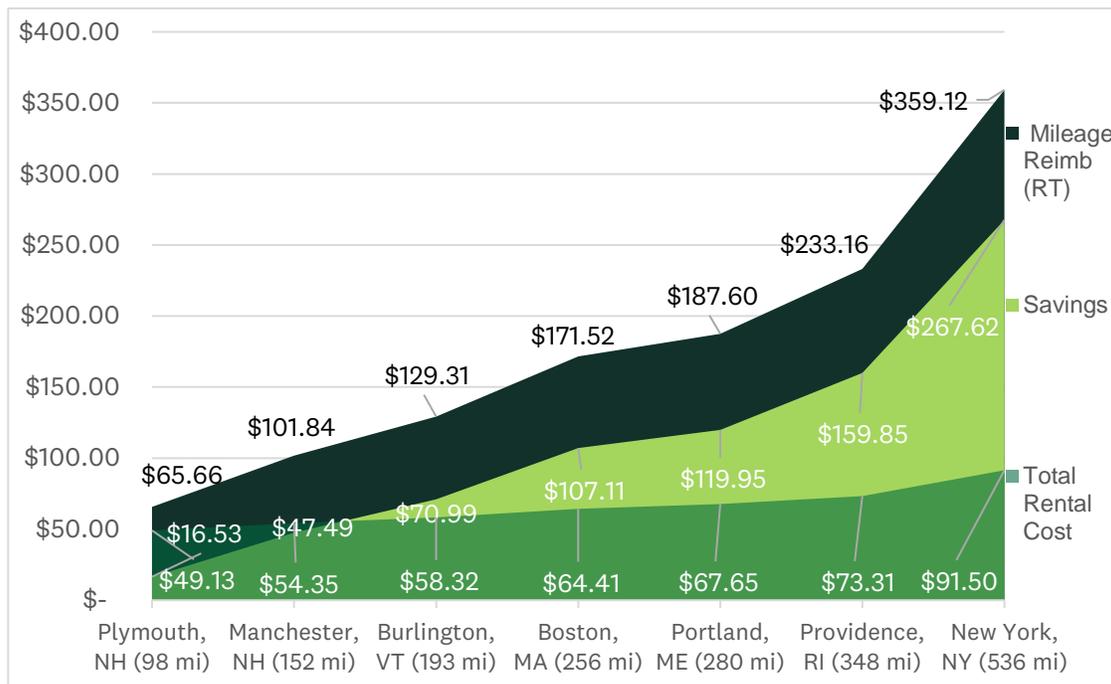
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Chart of the Month

Enterprise Rental Cost vs. Mileage Reimbursement



Source: [Enterprise Mileage Reimbursement vs. Car Rental Calculator](#)

Total Rental Cost: 1-day (24 hour) Mid-size Car Rental and February 2024 Average New England Gas Prices (\$3.25)

[Enterprise Car Rental Services](#) provides the best prices to the Dartmouth Community when renting vehicles. When traveling by automobile, the price to rent a vehicle is consistently more cost effective than mileage reimbursement for a personal vehicle. The above chart is a cost comparison between mileage reimbursement and the total cost of a one-day mid-size car rental and yes, gas is included! For Dartmouth employees and students, you must be an [approved driver](#) if you plan to drive on Dartmouth business, whether you are renting a vehicle, driving a Dartmouth owned or leased vehicle or driving a personal vehicle. Driving a [personal vehicle on Dartmouth business is discouraged](#), since it is the obligation of the owner of the vehicle to ensure there is adequate coverage for their protection and the protection of any passengers.

Finance Staff News

Congratulations to **Paul Harvey**, who has assumed the role of Assistant Vice President for Finance, Financial Planning.

Congratulations to **Demetra Chase**, who has been promoted to Operations Manager of the Loans and Accounts Receivable Collections team.

Welcome **Tim McKean**, Director of Financial Projects and Systems. Tim joined Dartmouth on January 29th to lead the Financial Systems and Services team.

Policy & Process Updates

New Non-US Resident Vendors

When onboarding a Non-US Resident Vendor, it is necessary that the individual register in [Sprintax](#). This registration process ensures that the appropriate tax rate is applied to the non-residents payment and increases the efficiency of IRS tax reporting at the end of the calendar year. To ensure registrations are completed, new non-resident vendor payments will not be issued until registration is complete.

Consistent with onboarding resident vendors through PaymentWorks, when a new non-US resident vendor payment request is submitted:

1. Accounts Payable will invite the individual to register in Sprintax and follow-up with an email.
2. If the non-resident individual has not registered within seven days, Accounts Payable will send a follow-up email to the individual and copy the Submitter of the eForm.
3. If the non-resident individual has not registered within 14 days, Accounts Payable will return the eForm to the Submitter requesting the submitter follow-up with the individual.
4. Once the Submitter has heard back from the non-resident individual that they have completed the registration process, the submitter can resubmit the eForm, using the “Return to Finance Center” button.

New Vendor “Short Form”

A new PaymentWorks “Short Form” has been introduced to improve the registration process for certain vendors. This simplified form is restricted to specific vendor types that do not require Dartmouth to collect insurance and other vendor classification information. Currently, this includes US resident individuals who are receiving reimbursements, honoraria, or royalty payments, or are study participants, Dartmouth Classes and Clubs, or preceptor/On Doctoring. It is also available for the registration of other educational institutions, hospitals, and government agencies. Based upon information provided, Procurement and Finance Centers will determine when the “short form” is appropriate, and no special request is necessary.

Clarification on Amount Fields

When entering an amount on any form (eForm or a fillable PDF form) the amount should always represent US dollars, even if the payment will be wired in a different currency. If you are submitting an invoice that was billed in a foreign currency, enter \$1.00 in the amount field. Accounts Payable will make the conversion and enter the US dollar amount. The form should reflect the amount that will be posted within financial reports and the general ledger. The [Honorarium Acceptance Form](#) has been updated to specify this.

Contract Number Update on Payment Request eForm

The Agiloft Contract Number field on the [Payment Request eForm](#) will soon provide a lookup feature, much like the Purchase Order field, that will allow submitters to enter the first three-digits of the contract number and render only agreements that can have payments applied against them. This means only Purchase of Goods and Service Agreements, Limited Engagement Agreements, and Event Agreements or Statements of Work against a Master Agreement. You will not be able to input contract numbers for Master Agreements, which require a Statement of Work or Amendments. Additionally, you will notice that the Agiloft Contract Number field has been prominently relocated to the left-hand side of the Payment Request eForm, so it does not get overlooked when submitting your request. This work is being done so we may begin providing contract spend through IRA financial reports.

PAYMENT REQUEST
Request 11225

Date Submitted <input type="text" value="02/08/2024"/>	Submitter <input type="text" value="Wallace, Lisa A"/>	Department <input type="text" value="Finance and Admin"/>	Finance Center <input type="text" value="Admin/Prov Fin Ctr"/>
Purchase Order Number* <input type="text"/>			
Agiloft Contract Number (no MSA/amend) <input type="text" value="2446"/>	Invoice Number (no special characters) <input type="text"/>	Invoice Date <input type="text"/>	Expenditure Date (for PTAE0 validation) <input type="text"/>
2446 <small>Poppin Inc Test Contract for Grant M</small>	\$10000	2022-10-18	2023-10-18 <small>Expired</small>

Procure-to-Pay Guide Updates

Insurance

Insurance has been added as a new category in the Procure-to-Pay Guide for reference. Dartmouth College maintains an appropriate level of insurance for General Liability, Workers' Compensation, Auto Liability, Professional Liability, Property, Fine Arts and other necessary insurance policies. All matters concerning insurance, including placement of insurance, costs, incident reporting, processing of claims, etc. should be referred to [Risk Management and Insurance](#). Contact Risk.Management@dartmouth.edu if you have questions or need additional guidance.

Print Services

[Procurement Card](#) and [Corporate Card](#) has been added as a preferred buying/paying approach when engaging in printing services from preferred vendors. As a reminder, it is always the preference to use internal services, such as Dartmouth Printing and Mailing Services whenever possible and appropriate.

Hostile Intruders Training

The Dartmouth Office of Emergency Management is hosting a 90-minute virtual workshop on the topic of "Hostile Intruders" on Thursday, February 15 starting at 9:00AM. Presenters will discuss mitigation strategies used to assist people in crisis, case studies of active shooter and similar events, and interagency response plans from Safety & Security and the Hanover Police. Seating will be limited to the first 50 participants! To register, send your name to: Emergency.Manager@Dartmouth.edu

Agiloft Contract Management Training

- [Thursday, February 15, 1:30 – 3:15PM](#)
- [Thursday, March 8, 1:30 – 3:15PM](#)

BIG THINK +

Institutional Diversity & Equity has introduced BigThink+, a new micro-learning platform that offers expert-led lessons in diversity, equity, and inclusion.

Go to: bigthink.dartmouth.edu to access the platform and login through the standard Dartmouth SSO login screen.

Need help? Watch this helpful [BigThink+ Tutorial](#) to guide you through accessing the system. More information is available on the [Institutional Diversity & Equity BigThink+ webpage](#). Check it out!

Join the Finance Collaborative

The Dartmouth Finance Collaborative meets the first Wednesday each month from 9:00 – 10:00AM. This is our opportunity to get together, share knowledge and feedback, ask questions and learn from each other. Our next meeting is March 6th. Go to Dartgo.org/joinDFC to join and check out the [Dartmouth Finance Collaborative](#) site to learn more.



OnBase Unity Client: Getting Started

- [Wednesday, March 20, 9:00 – 10:00AM](#)
- [Wednesday, May 8th, 9:00 – 10:00AM](#)