the University’s Reimbursement Policy states that business expenses must be properly substantiated and submitted to the departmental approver within 60 days of incurring the expense or returning from travel.

If expenses are submitted to the departmental approver after the 60-day window, the requestor must also provide a written explanation for the delay. The reimbursement request and all supporting materials must then be sent for approval to the Office of the Dean of the Faculty, 301 Nassau Hall, attention Sandy Johnson (for faculty), or to the Office of the Vice President for Finance and Treasurer, 701 Carnegie Center, Suite 431, attention Carolyn Ainslie (for nonfaculty). If the reimbursement request is approved, the reimbursement request will then be forwarded to Accounts Payable, and the University will reimburse the expense. However, the amount must be reported as taxable income to be in compliance with Internal Revenue Service guidelines.

The expense reimbursement deadline went into effect July 1, 2010, and was featured in the May 2010 issue of this newsletter. Please see the Reimbursement Policy on the Finance and Treasury website. For questions about the policy, you may contact Scott Mironov, director of disbursements (see page 2), at smironov@princeton.edu or 258-5440.
Position: As Director of Disbursements, Mironov oversees the purchasing, accounts payable, and payroll departments. He views training, communication, and process simplification as high priorities. According to Mironov, “It is critical that we make our buying and paying tools as simple to use and as efficient as possible.” Another of Mironov’s priorities will be to ensure that buying and paying processes support the University’s international strategy. Mironov adds, “Although we currently support purchases and payments associated with activities performed outside of the United States, there are opportunities to improve communication and service delivery across campus.”

Shared goals and partnerships: Mironov brings to us twenty years of accounting and finance experience. Most recently he worked for the television ratings company, Nielsen, where he served as director of the North American Shared Service Center. Shared goals and partnerships remain key activities for Mironov. Mironov explains, “An improved buying and paying process depends on communication and collaboration between the campus departments, finance, and technology teams;” To that end, Mironov is partnering with our customer service team to provide specific guidance and training on tools and best practices.

Mironov is also partnering with Human Resources as the University clarifies the hire and payment process for non-employee workers. “Everyone I work with is genuinely warm and collaborative,” Mironov says, “I am proud to support an institution that cultivates such diversity of thought, creativity, and innovation.”

When not at work: Mironov spends time away from the office with his wife, Susie, and their two children. Mironov is an ardent football fan, having played for the Bucknell Bison in college. His son, Zachary, is a freshman at Bucknell University and is majoring in biochemistry. Mironov’s daughter, Amber, is a sophomore in high school and plays field hockey, basketball, and lacrosse. The Mironov family enjoys going to sporting events together — and discovering great places to eat afterward.

POINTS OF INFORMATION

New Financial Managers Portal

A new portal, designed specifically for financial managers, is now available in the Information Warehouse. This portal offers a single point of access to the most commonly used reports, important financial announcements and deadlines, helpful contact information, and useful links to other financial systems. Click here for easy instructions on how to set up the Financial Managers Portal. Details on using the portal can be found here.
The portal is an optional tab, which is part of our ongoing effort to make financial system interfaces simple and user-friendly. We hope you find this portal useful and look forward to your feedback. Please note that Mac users will need to use the Firefox browser to avoid the typical quirks that surface when running Information Warehouse reports on a Mac. There will be a live training webinar through PULSe on Jan. 31. Click here to register. If you have feedback or suggestions on the portal design, please contact Catherine Kossou at ckossou@princeton.edu or 258-9431. For system-related questions, please contact the OIT helpdesk at 258-4357 (option 3).

**Chart of Accounts Update**

The chart of accounts initiative is progressing with a focus on two related activities. First, the redesign of our new chart of accounts structure is now in the testing phase. The project team has defined, at a high level, the new financial coding structure and is currently evaluating whether these codes will meet the needs of academic and administrative departments. This “proof of concept” phase will continue through February, after which we will begin to review the codes with departmental managers and other campus stakeholders. Stay tuned for opportunities to hear about and provide feedback on the new chart of accounts.

Second, we are in the early stages of implementation planning for the new chart of accounts. This requires us to assess how our various financial systems will be impacted by the new chart of accounts and to develop a plan for upgrading our PeopleSoft financial system over the coming years. In close partnership with the Office of Information Technology, this systems planning process will continue for several months.

To stay informed, please continue to visit the project website. You may also contact Mark Dingfield, mdingfie@princeton.edu or 258-3873, with any questions or comments.

**Budget Reminder**

January is a great time of year to check on your departmental funds budget. Now that you have expense and income information for the first half of the year, you can better predict expenditures and revenues for the second half of the year. If it looks like there may be a deficit, please talk with your departmental chair or director. Please refer to the budget content on the Finance and Treasury website. If you have specific budget questions, please contact the Budget Office analyst assigned to your department.

**Document Scanning Guidelines**

Documents scanned in compliance with the University Records Retention Policy should meet the quality criteria of these scanning guidelines. For example, as reported in this newsletter’s July 2011 issue, departments may elect to retain scanned copies of the original, unaltered departmental credit card statements and receipts in lieu of retaining paper copies. Following these basic guidelines will help ensure your records are acceptable and useful for University needs. For more information, please contact Anne Marie Phillips, University records manager, at ap2@princeton.edu or 258-3213; or Scott Mironov, director of disbursements (see page 2), at smironov@princeton.edu or 258-5440.

**A New Year for Finance Forms**

The new year marks a fresh start for our Forms Library. All form headers carry the new 2012 date. You will find that all forms related to IRS filings now link directly to the IRS-created form. We have also eliminated many seldom-used and redundant forms. Please update your bookmarks and refresh your form library to ensure you are using the most up-to-date forms. Contact Dana Matkevich, dmatkevi@princeton.edu or 258-7009, for answers to your form library questions.

**Notary Public Services Now Available at the Financial Service Center**

The Financial Service Center now offers notary public services to members of the University community. Our customer service team looks forward to your next visit to the center, which is located on the seventh floor of New South. You can also reach them by phone at 258-3080, or email finance@princeton.edu.