

the general ledger

News from the Princeton University Office of Finance & Treasury

Travel & Expense Updates

In the February edition of the General Ledger, we highlighted our plans to evaluate the University's travel agency services. With the help of our campus advisory group, we released a detailed request for proposal and received nine responses. We are in the process of reviewing these submissions and expect to be able to share further news in the coming months.

In addition to this project, we are pleased to share recent organizational updates and information about other service enhancements.

Linda Francis will join the Office of Finance and Treasury as travel program manager effective April 3rd. She joins us most recently from Sanofi, where she led the travel, meetings, and fleet programs. Linda's primary responsibilities will include enhancing and managing the University's travel program, which supports the complex travel needs of faculty, staff, and students both domestically and internationally, with a focus on safety, service, and savings.

With Linda's hiring, **Rachel Leslie**, who has been serving in a dual capacity as interim travel manager and manager of expense programs, will resume her primary responsibilities leading the University's expense program. We are extremely appreciative of Rachel's dedication and tireless efforts to support the travel program while we conducted our search for a travel program manager.

Susan Godfrey has joined the Office of Finance and Treasury as travel program coordinator. Susan has been supporting group travel logistics in a temporary capacity since November 2016, providing critical support for 31 group trips for 18 campus departments and over 600 travelers! In addition to assistance with group travel reservations, Susan provides planning and advising to those who are arranging University-hosted meetings and events. For help with your group travel arrangements, contact Susan at sgodfrey@princeton.edu or (609) 258-7316.

Our **American Airlines** agreement now provides complimentary preferred economy seating upgrades to AAdvantage members who have purchased their ticket through Concur or by contacting Carlson Wagonlit Travel (CWT). Your AAdvantage Frequent Flyer number must be in your Concur profile to access preferred seating at no charge. Once your ticket has been issued, visit <https://seatselect.aa.com> to receive your free upgrade to an economy preferred seat. [View more details and step-by-step instructions.](#)

We have completed negotiations with several **local hotel partners** for the University's 2017 room rates. Negotiations were highly successful, in some cases achieving decreases up to 12% off 2016 rates. This is a significant accomplishment for our travel program given that the average US hotel rate rose 2.6% from 2016 to 2017 and negotiated hotel rates have been consistently rising over the past 5+ years. ([Business Travel News](#)).

Our efforts to provide exceptional travel services are ongoing. We welcome your feedback! Questions about the travel agency project and other initiatives can be directed to Rachel Leslie at rleslie@princeton.edu or (609) 258-8319.

PEOPLE

Dede Nissen

“I find it very rewarding to work with even the most seasoned home buyer.”



Photo by Mark Czajkowski

POSITION

As the Director of Mortgage Services, Dede oversees and actively participates in the origination and servicing of the University’s Mortgage and Tenancy in Common Programs. She assists eligible employees as they navigate a new home purchase in the Princeton area, and often meets with prospective faculty and staff during their visits to campus to share the details of our program and the local home buying experience. Dede shares, “I find it very rewarding to work with even the most seasoned home buyer.”

Prior to coming to Princeton, Dede worked for Shore Community Bank for eight years as the Senior Vice President of the Residential and Consumer Lending Division, where she was responsible for all residential lending origination and operations of the Bank.

WHEN NOT AT WORK

“I love to spend time with my children, Kiera and Zackary, and when I have free time, with my extended family in New York. I also enjoy home improvement projects and being outdoors.”

OFFICE SUPPLIES

Procurement Services is in the final stages of evaluating companies providing office supplies to the University. Though a final selection has not yet occurred, each of the proposals under evaluation are projected to provide several enhancements including improved ordering technology, lower prices on the items we frequently purchase, and improved service. Our evaluation will be complete in early April and the next General Ledger will provide more details and a schedule of information sessions at which we will outline the changes.

Communications and Data Fee

The committee on Strengthening University Management and Resources (SUMAR) has an ongoing mandate to review and, when possible, simplify or eliminate interdepartmental charges. Effective July 1, 2016, the Provost approved a SUMAR recommendation to eliminate the Communications and Data fee for most University departments as the final step in a series of telephone and data billing simplifications that have occurred over the last several years.

We will continue to bill the C&D fee to a small number of affiliated entities and endowed departments.

Please contact Matt Immordino, mimmordi@princeton.edu, in the Office of Information Technology if you have any questions.

Year End Close 2017

Calendar, Webpages, Training

The [Year End Close 2017 webpages](#) have been updated on the Office of Finance and Treasury website, and include the detailed year end close calendar, as well as reminders about clean up items that can be completed now to make close easier.

To support the year end close process, the Office of Finance and Treasury will again offer information sessions, where an overview of the year end process will be provided. This session is recommended for anyone who performs year end close activities in their department. For dates, times, and locations of the information sessions, and to register, please visit the [Employee Learning Center](#).

Throughout the year end close process, any deadlines, updates to the calendar, system outages, and new information, will be communicated via the Prime portal and RSS feed. If you are not currently receiving the RSS updates, and would like to, detailed instructions on how to self-subscribe are [available on the Finance and Treasury website](#).

The Year End Close 2017 webpages have been updated on the Office of Finance and Treasury website.

DID YOU KNOW?

You can use the new Monthly Actuals (FIN014) report to review and compare actuals and trends month-over-month and year-over-year. This report provides chartstring actual totals for each month of the selected fiscal year, total fiscal year-to-date, and totals for two prior fiscal years. Learn more about the [Monthly Actuals \(FIN014\) report](#).



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