



the general ledger

News from the Princeton University Office of Finance & Treasury

As we close FY2014, we open the door to a new fiscal year and the launch of Princeton Prime, a transformation of our business processes and tools. One aspect of this new future – travel and expense – has generated a great deal of interest. This special edition of *The General Ledger* is designed to provide you with resources to answer some of the most frequently asked questions.

NOTES

New Travel and Expense Tools

The table [here](#) will show you when to use Concur and/or Carlson Wagonlit (CWT) based on your university affiliation and the travel activity you are performing.

Thank You!

We would like to thank the following departments who have participated in our pilot program: Undergraduate Admission, Alumni Association, Athletics, Design and Construction, Development, Andlinger Center for Energy and the Environment, Center for Information Technology Policy, Chemical and Biological Engineering, Civil and Environmental Engineering, Electrical Engineering, Mechanical and Aerospace Engineering, School of Engineering and Applied Science, Human Resources, Office of Information Technology, Finance and Treasury, and Philosophy. Your input and feedback have been invaluable in making Prime successful!

Top Ten Travel and Expense Topics

- 1 **Policy Updates** > To reflect our new systems and processes, we have revised the following policies: [Business Expense](#), [University Credit Card](#), [Reimbursement](#), and [Travel](#).
- 2 **Credit Cards** > Use the **Travel and Expense Card** for individual business expenses. Use the **Departmental Purchasing Card** for goods and services to support a University department; this card should be used for low dollar departmental goods and services (typically less than \$2,500) that cannot be purchased through the Marketplace or from contract suppliers. For more information, refer to the [University Credit Card Policy](#).
- 3 **Prime Support Center and Training Resources** > The Prime Support Center (PSC) is open and ready to assist you. Contact the PSC by phone (609) 258-7100 or by email to prime@princeton.edu. We will also offer ongoing training and support labs, as well as a number of online resources:
 - [Prime Information & Training Webpage](#)
 - [Travel and Expense Website](#)
 - [Travel and Expense FAQs](#)
 - [Online Training Resources, Quick Reference Cards, and Tutorials](#)
- 4 **Receipts** > Receipts are no longer required for expenses less than \$50, unless they are required by a sponsor/funding source. For more information, see the [Travel Policy](#).
- 5 **Per Diems** > Updates regarding per diems and long-term travel can be found in the [Travel Policy](#).
- 6 **New Travel and Expense System** > Beginning July 1, [Create Your Profile in Concur](#). You can book travel, create expense reports, register for text message alerts, and download the Concur mobile app.
- 7 **New Travel Agency** > Carlson Wagonlit Travel (CWT) is the University's new contracted travel partner. Learn more about Carlson Wagonlit on the [Travel and Expense Website](#).
- 8 **Group Travel** > If you need to plan travel for groups, please contact Cindy Shumate, Travel Program Manager, by phone (609) 258-3709 or by email cshumate@princeton.edu.
- 9 **Nassau Inn Reservations** > Please refer to the [Travel and Expense Website](#) to learn about the new processes for making reservations at the Nassau Inn.
- 10 **Guest Travel and Expenses** > There are a number of ways the University can support guest travel and expenses. Please see the [Travel and Expense Website](#) for further details.