

the general ledger

News from the Princeton University Office of Finance & Treasury

Attention Coffee Lovers!

Introducing Princeton University's Sustainable Coffee Program brought to you by our *Preferred Dispensed Beverage and Office Supply Partner*, W.B. Mason.

PROGRAM HIGHLIGHTS:

Sustainability

To support the University's goal to create a more sustainable campus:

- Compostable pods (85% reduction in landfill impact), and wrappers that can be recycled in your regular office recycling cans. Even if you don't compost, the pods will breakdown within 90 days in a landfill.
- Free K-Cup recycling program through Grounds to Grow On program
- Electric delivery vehicles

Variety

To satisfy the most demanding coffee drinkers:

- Over 90 roasts and flavors of compostable pods
- Extensive selection of K-Cup options
- A variety of equipment options to satisfy your hot beverage needs
- Coffee, tea, hot chocolate, and cappuccino options

Service

As you've come to expect from W.B. Mason:

- Same day/next day delivery
- Next day service on machines (same day for emergencies)
- Easy ordering! Place one order with W.B. Mason for your office and breakroom supply needs!

Value

Optimizing your breakroom expenditures:

- Lower cost per cup when compared to incumbent suppliers
- Machines replaced every 18 months. Filters replaced every 6 months or upon request.
- As a reminder, all products in the W.B. Mason punch-out catalog can be purchased for personal use at the University negotiated rates by visiting wbmason.com and creating a personal account using your Princeton.edu email address.

If you would like to learn more about this program please send an email to customerprincetonbevservice@wbmason.com.

A representative from W.B. Mason will contact you to discuss next steps.



TRAINING SPOTLIGHT

The Office of Finance and Treasury offers training for Princeton's financial systems and processes throughout the year. A full course list with descriptions, dates, times, and location is available in the [Employee Learning Center](#).

Understand Internal Controls: What Departments Should Know

November 5

10:00 a.m.–12:00 p.m.

During this session, participants will learn the framework of internal controls and their role in the internal control process. We will review how internal controls work, examine the significance of policies at Princeton, discuss common scenarios that departments face, and help you understand the resources available to you.



Travel & Expense Website Enhancements

In an ongoing effort to provide additional resources to support University travel, we regularly add new content to our website. If you've visited the [Travel & Expense website](#) recently, you may have noticed a few changes. Here are some of the highlights:

- **New Group Travel section** - We recently added a section to the website that is dedicated entirely to Group Travel. This section offers a broad range of information such as *Questions to Ask When Planning Group Travel* and *Group Travel FAQs*. In this new section, you will also find several group travel booking tools such as a *Checklist for Tour Operator Proposals*. The new [Group Travel section](#) is located under the Faculty & Staff tab of the website.
- **Revised Faculty & Staff section** - You can also find new content under *Travel How-Tos* in the Faculty & Staff section. This section offers instructional information on topics such as accessing preferred airline seating, earning reward points on University travel, enrolling in Trip-It Pro, and managing guest travel and expenses.
- **News & Announcements** - Be sure to visit the *News* section of our website regularly for current news and announcements pertaining to travel and the travel program.

Group Bus Request Form

Now you can book group bus transportation in one click! The Office of Finance & Treasury recently rolled out a user-friendly form and improved process that allows you to book group bus transportation with one of our preferred transportation suppliers in one simple step. Just fill out the relevant information and click on "Submit Form," and your transportation request will be routed to the University's travel agency, World Travel. You will receive a confirmation via email when your transportation services have been booked. The [Group Bus Request Form](#) and instructions are located on the [Travel & Expense website](#) in the new Group Travel section.

COMING SOON! Travel Program Enhancements

The University Travel Program continually strives to deliver program improvements that enhance the travel experience of our faculty, staff, students, and guests. In the coming months, we'll introduce improvements to itineraries, scheduling change notifications and tools to monitor for better seat availability. Check the [News](#) section of the website as we launch these new features.

TRAVEL PROGRAM BENEFITS

The Princeton University Travel Program not only offers discounted rates, but also provides many benefits to travelers who book within the program. Among the many program benefits are complimentary premium economy seating, priority boarding, waiver of name changes, waiver of group deposits, hotel room upgrades, parking discounts, and frequent traveler program status matches. For details and a complete list of benefits, please visit the Travel Agency & Suppliers section of our website at <https://travel.princeton.edu/benefits-booking-our-travel-program>.

16
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19
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21
22
23
24
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27
28



Group Travel Training

The Office of Finance & Treasury is offering a new training course this fall, called Navigating Group Travel. The first session is September 19 and will be held in Frist MPR C. Navigating Group Travel will provide an overview of the University's Group Travel Program and will demonstrate how travel planners can improve duty of care for groups, handle complex travel logistics, and obtain planning and budgeting assistance. This course will benefit anyone who plans, books, or hosts group travel for their department.

To sign up or to see additional course dates and locations, visit putrain.learn.com.

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IMPROVED NON-PO PAYMENT PROCESS

The Office of Finance and Treasury launched a new and improved payment request process for all non-PO's, and also enables one-time guest reimbursements without supplier/payee onboarding. This new non-PO payment functionality will replace the existing non-PO payment process in the coming weeks. In addition to the ability to pay one-time reimbursements without onboarding, the new process features:

- 1 UPDATED NAVIGATION.
- 2 ONE-SCREEN SUMMARY VISIBILITY TO ALL DETAILS OF THE REQUEST.
- 3 CLEARER EXPLANATIONS FOR REQUIRED FIELDS.

Online training modules are available on the *Office of Finance and Treasury website*. Please contact Suzanne Bellan at bellan@princeton.edu with any questions.



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