

# the general ledger

News from the Princeton University Office of Finance & Treasury

## CHANGES TO PAPER PAYCHECK DISTRIBUTION



As announced in the [January 2022 edition](#) of the General Ledger Newsletter, JPMorgan Chase has been selected as the University's new operating bank. In the coming months, we will be transitioning our banking processes to JPMorgan. Please see below for an update about how this change will impact physical paycheck distribution.

### Employees Who Receive Physical Paychecks

Please be aware that starting with the July 20 paycheck for biweekly paid employees, and the July 2022 paycheck for monthly paid employees, physical paychecks will be sent directly to your home address on file in HR Self Service, and will not be available for in-person pick-up at your department. Faculty and staff should ensure that their home address is updated and accurate in HR Self Service, by visiting [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice), and clicking **Personal Details**, then **Addresses**. Physical paychecks will be mailed no later than one day prior to the pay date.

We encourage you to consider enrolling in direct deposit for your paycheck. A change to direct deposit would deliver your biweekly or monthly payment directly to your bank account(s). To enroll in direct deposit, please visit HR Self Service, [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice), and select the **Payroll** tile, then **Direct Deposit**. You can also contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or 609-258-3080.

### Employees Enrolled in Direct Deposit

Your direct deposit will not be impacted by this change. Payroll deposits will continue to be delivered directly to your bank account(s), and no action is required on your part.

We also remind you to **be aware of scammers!** Be vigilant with your personal information. Please know that **no representative** from any banking institution will contact you directly to request any banking or payroll information, including login credentials or bank account numbers. If you are contacted by someone claiming to be a bank, and asking for your banking information, please notify the Financial Service Center immediately at 609-258-3080 or [finance@princeton.edu](mailto:finance@princeton.edu).

Please check the Office of Finance and Treasury homepage, <https://finance.princeton.edu>, for updates on this banking transition.

## Updates to Concur Expense Interface

This summer, Concur will feature a new user interface for expense reporting, with a modern look and feel and improved usability. The new interface will enable faster expense report entry, easier itemization, and simplified entry of group meal participants. Along with a more intuitive expense allocation entry method, frequently used allocations can be saved for future use.

The new interface will go live on August 8. Two information sessions, called **Concur Enhancements: New Concur User Experience** are scheduled and provide a brief walk through and overview of the changes:

- Wednesday August 3, 2022 11:00 a.m. – 12:00 p.m.
- Thursday August 11, 2022 10:00 a.m. – 11:00 a.m.

Registration is available in the [Employee Learning Center](#) and attendance is highly recommended for anyone who creates expense reports for themselves, or as a delegate.

In addition to the information sessions, we will also hold two office hours sessions, called **Office Hours: Concur Enhancements**, where users can drop in and ask the experts any questions about the new interface.

- August 12 from 10:00 a.m. – 11:00 a.m.
- August 16 from 1:00 p.m. – 2:00 p.m.

See the [Employee Learning Center](#) for more information.

## Tips and Tricks for Blanket Orders

With the new fiscal year quickly approaching, now is a good time to plan for your blanket purchase orders for next fiscal year. As a reminder, blanket orders are a good option to simplify the buying and paying process when multiple payments may be required over a period of time. Examples of blanket orders include temporary staffing payments, recurring monthly payments to a supplier, or services which are unplanned but expected (such as maintenance). Instead of creating a new requisition and purchase order for each invoice, a blanket PO can be used for recurring supplier invoices, and each invoice can be paid individually upon receipt by the department.

Consider the following when creating your blanket orders:

- The exact amount doesn't need to be known up front; a budgeted amount can be used. Purchase orders can be increased or reduced if necessary.
- The requisition should be created as "Amount Only" as each invoice would be paid against this amount
- Use a comment in the requisition/PO such as "This is a blanket purchase order and not a commitment. Actual amounts to be determined separately."
- With a blanket order, receiving is all that is required in order to process the invoice and make the payment.

Should you have any questions about your particular situation, or need assistance in setting up a blanket order, please reach out to Procurement Services at [purchase@princeton.edu](mailto:purchase@princeton.edu).



## FY23 IRS Increases Mileage Reimbursement Rate

Effective July 1, 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from 58.5 cents per mile. This increase will be reflected in the Mileage – Personal Car expense type in Concur. More information about this topic can be found in the [Travel Policy](#).

# TRAVEL IN THE NEW NORMAL



As countries begin relaxing travel restrictions and reopening borders, demand for travel is fast approaching pre-pandemic levels. Travel bookings are surging, yet the industry remains severely impacted by many factors that will continue at least through the end of 2022.

COVID-19 has had long-lasting effects on every corner of the travel industry. Rising airline fuel costs have resulted in higher fares, reduced air inventory, and fewer routes. Continued labor shortages have created airline service issues, flight cancellations and delays, and reduced hotel amenities and services. Rental car companies downsized, and the geopolitical climate creates travel uncertainty, with the potential for sudden disruption.

While travel providers are racing to meet the surging demand, these factors may be unavoidable. The Princeton University Travel Program is working to minimize the impact on University travel and strongly recommends that both individual and group travelers plan ahead. Booking as early as possible is the best option for avoiding escalating prices and ensuring availability.

Given the increased potential for flight changes and cancellations, and the lack of protection offered by trip cancellation insurance, travel should be booked through the University travel program. Reservations for University faculty, staff, students, and guests should be booked through Concur, the University's on-line booking tool, or through our designated travel management company, World Travel Inc. World Travel, is only able to offer assistance with reservations booked through



The question the travel program has received most frequently in recent months has been about trip cancellation insurance. Trip cancellation insurance rarely covers destination closures or fear of traveling due to a surge in the pandemic. For more detailed information about trip cancellation insurance, visit the [T&E website](#).

## OCTOBER

### 17

### TRAVEL SHOWCASE!



Join us on Monday, October 17 from 10:00 a.m. to 2:00 p.m. in Frick Atrium for a travel showcase! More information will be available soon, stay tuned!

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the program. Airlines will not permit an agency to assist with self-booked reservations or reservations booked with consolidators such as Expedia. Learn more about the [benefits of booking through the travel program](#).

For group travel, the travel program can assist with logistical planning, hotel contracting, sourcing, group air bookings, and coach transportation domestically and abroad. Visit our website for a full list of [group travel services we provide](#).

Group travel will continue to be most affected for the foreseeable future and a proactive approach will be paramount. To help you prepare, the travel program is offering a brief presentation for departments, organizations, and programs that are resuming group travel in 2022.

The presentation is approximately 20 minutes. It includes a brief introduction to the University's new [permissible travel guidelines](#) and enrollment process, "Enroll My Trip," delivered by our Global Safety and Security team. The main presentation focuses on group travel and how this segment is exponentially affected by the state of the travel industry. It highlights the major components and requirements of group travel and most importantly, what steps group travel planners can take to minimize the impact on their groups and ensure a successful program for their departments.

To learn more about "[Group Travel in the New Normal](#)" including how to schedule this presentation for your department, please visit the Travel & Expense website.

# REMINDER



As reminder, all University-sponsored travel should be booked through the [University's Travel Program](#) which is open to all students, faculty, and staff. The program's focus on safety, service, and savings is designed to simplify travel planning and provide support throughout your trip, enabling you to focus on the journey, not the logistics.



## REAL ID FOR TRAVEL IN THE U.S.

Effective May 3, 2023, you must have a REAL ID compliant driver license/ID to fly within the U.S., unless you use a U.S. passport or another federally approved form of identification. For more information on REAL ID requirements, please visit the following resources

**NJ** <https://www.state.nj.us/mvc/realid/>

**PA** <https://www.dmv.pa.gov/REALID/pages/default.aspx>



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