

New mileage rate for employee travel

The State Accounting Office has provided an updated mileage reimbursement rate for travel, which went into effect on Tuesday, April 1, 2008. This rate is provided for business-use miles driven by employees using personal motor vehicles.

It is imperative to bear in

mind that reimbursement of mileage is only granted with prior management approval through a Request for Absence for Travel form when a University owned or rental vehicle is not available.

Effective April 1, 2008, the rate became \$0.505, as opposed to the \$0.485 rate

that became effective February 1, 2007.

To keep the University abreast of travel regulations, an updated Travel Manual is forthcoming. Please contact Mrs. Melanie Taylor or Ms. Lori Burnett with any concerns, at extension 4632.

First class stamp's price increased

On May 12, 2008, the United States Postal Service adjusted prices for mailing services — First-Class Mail, Standard Mail, Periodicals, Package Services and Special Services. The average increase by class of mail is at or below the rate of inflation, as measured by the Consumer Price Index.

A First-Class Mail stamp wincreased from 41 cents to 42 cents. Customers can continue

to use the Forever Stamps purchased prior to May 12, 2008, at 41 cents, even after the price changes. USPS will have 5 billion Forever Stamps in stock to meet increased demand after the price change. For your convenience, the Forever Stamps are available at your University Post Office. Please contact Mrs. Sabrina Hayes, Post Office Supervisor, with any concerns, at extension 4745.

Board of Regents institutes new budget process

The Board of Regents of the University System of Georgia has instituted a new budget process. An "indepth analysis" of our institution's budget, where performance is tied to budget allocations creating the "Shadow Budget Process," was performed.

r insti- Fiscal Year 2009 allocawhere tions are currently awaiting budget bill signing by the governor. We received institutional allocations in mid-April with the governor approving a 2.5% merit increase in salaries.

New vice chancellor for human resources visited ASU

Mr. Wayne Guthrie, Vice Chancellor for Human Resources at the Board of Regents, visited ASU on April 17, 2008.

Appointed to his new position on April 2, 2008, Mr. Guthrie, a graduate of Georgia State University, brings a wealth of human resources experience from the private sector with him.

We hope you will join us in welcoming Mr. Guthrie to the University System's Office, as we look forward to the contributions he will make to raising the priorities we give to human resources at the Board's level.

We thank the institutional representatives who participated in the search and interview.

Contracts with travel expenses require restrictive language

Contracts with travel expenses should include language that restricts reimbursement to limits set by state travel policy. Some exceptions may apply to federal grants.

Wording, such as "All travel expenses shall comply with the University System of Georgia Board of Regents Guidelines, attached hereto, and incorporated herein by reference" should be included.

Scrutiny, discretion necessary when requesting state funds

In compliance with state requests, and due to revenue forecasts, we are asking everyone to exercise scrutiny and discretion in requesting state funds during the remainder of this fiscal year.

Directors complete Lean Six Sigma White Belt Course

All Directors in the Office of Fiscal Affairs, the Vice President and Secretary recently completed the Lean Six Sigma White Belt Course. All passed the course and look forward to obtaining other belts.

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FISCAL AFFAIRS

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> Larry Wakefield Vice President

Regina G. Jennings Secretary to the Vice President

Marion B. Ryant
Director
Budgets & Contracts

Lori W. Burnett
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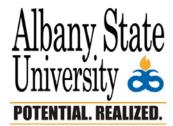
James Oliver Director Facilities Management

> Thomas Harris Director Financial Aid

Dorothy H. Martin Director Financial Operations

Steve Grant Director Human Resources

Katherine Laster Interim Controller



ASU signs licensing agreement with SMA

Albany State University has signed a licensing agreement with Strategic Marketing Affiliates (SMA). SMA's core focus is to establish trademark-licensing programs for institutions of Albany State's size and to position those programs in accomplishing the goals of brand building, protection and ultimately revenue generation.

The establishment of this

comprehensive and strategic licensing program for ASU has been the collaborative efforts of the Departments of Business Services, University Communications and the Bookstore.

Through this program, ASU will be able to:

1. Protect our trademarks and logos, control who uses them and control how they are used.

- 2. Promote the brand through merchandise sales and product placement.
- 3. Profit from the sales of products bearing our trademarks and/or logos. For additional questions re-

garding this licensing program, please contact Mr. Edgars Patani in the Department of Business Services at 4632, or visit the website, www.smaworks.com.

Lakeisha Elder joins Central Receiving staff

Mrs. Lakeisha Elder joined the staff of Central Receiving as the Administrative Specialist. She will provide general support to the Department of Business Services, mainly focusing on the areas of Central Receiving, Inventory and Laundry Services

Please join our department in welcoming Mrs. Elder to the University. She can be reached at extension 4710.

Bookstore Focus Group holds first meeting

Mr. Edgars Patani, Business Services Manager, hosted the first Bookstore Focus Group meeting on Thursday, April 3, 2008. The committee is comprised of ASU faculty, staff, students and employees of Follett Higher Education Group.

The committee's charge is to assist Albany

State and Follett Higher Education in assessing the quality of the bookstore staff's customer service, textbooks, general merchandise availability, price competitiveness and areas of improvement. The committee is scheduled to meet every first Thursday of the month, during fall and spring semesters.

BOR requests proposals for payroll software

The University System of Georgia has issued a Request for Proposal for the Human Resources/Payroll "software as a service." They have asked for a provider to host, manage and maintain the software and provide select services in association with a shared service center.

The Board of Regents ap-

proved moving forward at their April meeting. This project has the potential to bring better service to all University System of Georgia employees. MAY 2008 PAGE 3

BOR releases findings from P-card review at ASU

The Board of Regents' Office of Internal Audit conducted a purchasing card review at all University System of Georgia institutions, visiting ASU in February 2008. Prior to their visit, the Georgia State Department of Administrative Services' auditors also visited, in October 2007.

The primary objectives of these audits were to:

1. Determine whether P-card transactions were properly authorized, appropriately and directly related to University business and sufficiently supported with documentation;

- 2. Finalize our initial assessment of internal controls;
- 3. Support external investigative agencies and law enforcement as needed, regarding potential fraud;
- 4. Provide recommendations to strengthen the P-card program at the System and individual institutional levels.

The Office of Internal Audit will continue to perform periodic P-card reviews. As noted in the consolidated final P-card report, our personal atten-

tion to the P-card program helps to ensure its effectiveness and efficiency.

The auditors recommended that all cardholders, reviewers and the administrator receive immediate training regarding current DOAS P-Card Policies and that refresher training be conducted at least once annually. The training will be evidenced by the trainee's signature on an attendance form and the form will be stored in a secured location. Failure to participate in the training will result in suspension of the P-card.

Changes announced for commercial air transportation

While the University presently patronizes Albany Travel Agency for purchase of many airline tickets, it is imperative that you obtain the lowest possible fares for airline travel, no matter what source is chosen.

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Employees who choose to travel by personal vehicle when air travel is more cost effective will be reimbursed for the lowest available airfare to the specified destination. Please note, however, that the University discourages air travel within the state.

Employees may purchase their tickets through a travel agent, using electronic ticketing to avoid any surcharge associ-

ated with hardcopy tickets. Tickets may be purchased using a state-issued corporate charge card, state purchasing card, personal credit card (on an as-needed basis with prior approval of employer) or through invoicing by a travel agent.

Many travel agencies now charge small fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs.

Additional commercial airline travel information will be updated on the Business Services' and Fiscal Affairs' websites soon.

In the meantime, please contact Ms. Lori Burnett at Ext. 4632 or Ms. Regina Jennings at Ext. 4608 for any immediate concerns.

FINANCIAL AID NEWS

- Beginning Summer 2008, all Federal Stafford and Plus Loans will be disbursed to the students' accounts at the beginning of the semester. Students will no longer have to wait until midterm to receive the second disbursements.
- It is not too late to apply for financial aid for the Summer 2008 Semester. To do so, go to www.asurams.edu/finan-
- cialaid and click on the link titled, "Submit your Summer Financial Aid Application."
- Would YOU like a chance to win \$200 to help with college expenses? Be sure to enter the FAFSA Contest by going to www.asurams.edu/financial aid. Drawings will begin soon.
- The 2008-2009 year is fast approach-
- ing. Have you completed your Free Application for Federal Student Aid? If you need assistance, please visit www.asurams.edu/financialaid/apply.php, or visit the Office of Financial Aid. Do not spend your summer vacation wondering about your financial aid situation.
- Please congratulate Ms. Derita Hall on her new position as Assistant Director of Financial Aid.