

Truman State University

Business Office Newsletter

FY 2010 Mileage Rates Effective July 1, 2009

Effective July 1, 2009, Truman's mileage allowance will increase to 50 cents per mile for private vehicles. Rates for university-owned vehicles will remain the same, and individuals are encouraged to use Truman fleet vehicles or the new Enterprise rental agreement when it is more cost effective. Information on fleet vehicle rates and policies is available from the Department of Public Safety.

Truman Corporate Travel Cards

For sometime, Truman has had access to the State of Missouri's Visa corporate travel card program. These credit cards are issued to the employee for use while traveling on University business. The credit card statement comes directly to the employee, not the University, and the employee is responsible for payment. The employee is responsible for submitting his or her Truman expense account in time to receive reimbursement before the Visa corporate travel card bill becomes due. Reimbursement of necessary expenses such as airfare, may be made prior to the trip as long as an approved Request to be Absent from Campus form is attached to the Expense Report. Faculty and Staff interested in more information about the State of Missouri corporate travel card program should email Barb Newcomer, Business Office Secretary, at busoffice1@truman.edu for details.

Enterprise Rent-A-Car Contract

Purchasing is pleased to announce the establishment of a contract with Enterprise Rent-A-Car for the provision of rental vehicles to the University community. This contract was bid through the State of Missouri and offers discounted rates for both business and personal use (of course the employee must pay the cost for the personal use out of personal resources).

The University's contract includes a damage waiver for business rental use in the base rental rate. For out-of-state rentals, there is also liability coverage of one million (\$1,000,000) included in the base rate for business travel. The liability coverage for out of state travel is recommended by the State of Missouri Risk Management Office.

Purchasing will be providing more details on use of the contract.

Student Wage Increase

The Federal Government has increased the minimum wage effective July 24, 2009, with the new rate being \$7.25 per hour. This change increases our student employment wages. Student positions which have been approved for rates above the minimum wage will increase by 20 cents per hour.