

# FINANCE FORUM NOTES

April 12 & 13, 2023

[LINK TO PDF OF POWERPOINT PRESENTATION](#)

[LINK TO PDF OF POWERPOINT PRESENTATION](#)

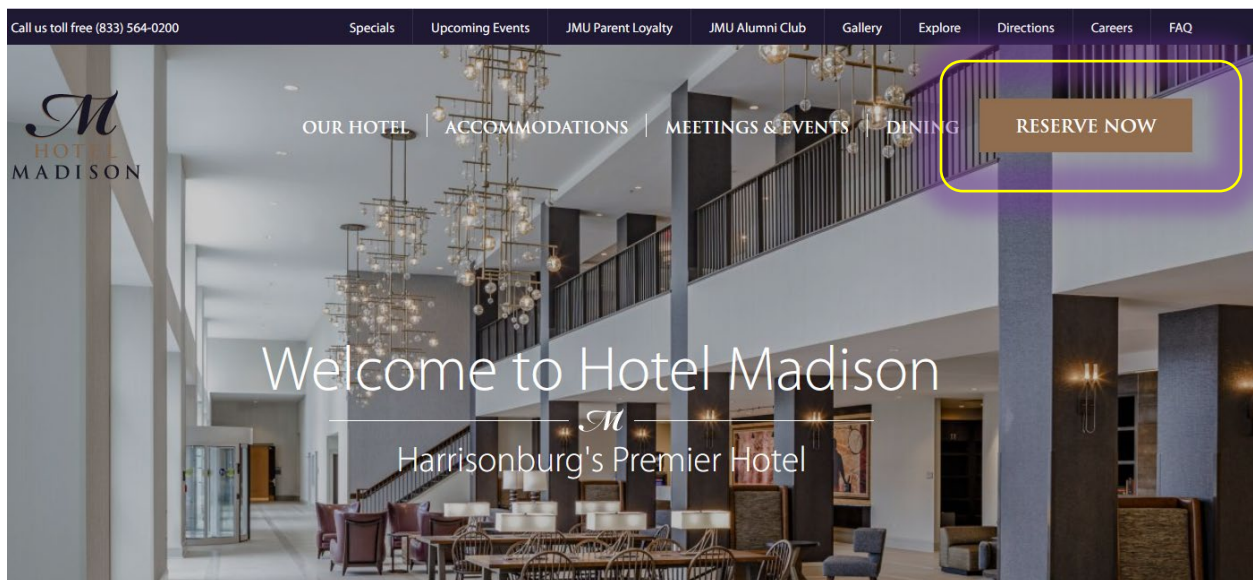
## HOTEL MADISON UPDATE

CALEB SHIFFLETT, SENIOR ACCOUNTING & REVENUE MANAGER, HOTEL MADISON & SVCC PROVIDED AN UPDATE ON THE PREFERRED RESERVATION PROCESS, AND INVOICING, RELATED TO DIRECT BILLS. RESERVATIONS MAY STILL BE MADE VIA EMAIL: [JMU@HOTELMADISON.COM](mailto:JMU@HOTELMADISON.COM) AND MUST INCLUDE: CHECK IN & OUT DATES, GUEST NAME, EMAIL & PHONE # OF GUEST AS WELL AS THE DEPARTMENT BEING BILLED AND THE JMU CONTACT PERSON. DEPARTMENTS WILL NO LONGER REVIEW FOLIOS, WITH EITHER RESERVATION PROCESS, PRIOR TO INVOICES BEING SENT TO ACCOUNTS PAYABLE. AP WILL COORDINATE WITH DEPARTMENTS ON A WEEKLY BASIS, BASED ON THE JMU NAME, EMAIL AND PHONE NUMBER ENTERED DURING THE DIRECT BILL RESERVATION PROCESS DESCRIBED BELOW. ANYONE WITH OUTSTANDING FOLIO/INVOICES SHOULD EMAIL TINA WELLS AT [WELLS2TM@JMU.EDU](mailto:WELLS2TM@JMU.EDU) AND COPY CALEB AT [CSHIFFLETT@HOTELMADISON.COM](mailto:CSHIFFLETT@HOTELMADISON.COM) AND THEY WILL WORK TOWARDS RESOLUTION. THE JMU PARTNERSHIP REFERENCE GUIDE 2023 CURRENTLY ACCESSED VIA THE FINANCE OFFICE FAQ'S WILL BE REPLACED IN THE NEAR FUTURE WITH A LINK, SPECIFIC TO JMU, AND HOSTED ON THE HOTEL MADISON WEBSITE. GROUP RESERVATIONS STILL NEED TO GO THROUGH THE HOTEL MADISON SALES GROUP. CANCELLATIONS SHOULD BE INITIATED BY EMAIL: [JMU@HOTELMADISON.COM](mailto:JMU@HOTELMADISON.COM).

JMU EMPLOYEE RESERVATIONS (PERSONAL, NOT DB): USE JMUEMP ONLINE ALONG WITH JMU EMAIL ADDRESS.  
JMU FRIENDS & FAMILY (PERSONAL, NOT DB): USE JMUFAM

## HOW TO ENTER A DIRECT BILL FOR HOTEL MADISON

TO MAKE A JMU DIRECT BILL RESERVATION, VISIT [WWW.HOTELMADISON.COM](http://WWW.HOTELMADISON.COM) AND CLICK "RESERVE NOW" AT THE TOP RIGHT OF THEIR WEBPAGE.



ONCE THE DESIRED TRAVEL DATES ARE ENTERED, TYPE IN "JMUDB" (STANDS FOR JMU DIRECT BILL) INTO THE "OPTIONAL CODE" BOX AND CLICK "RESERVE NOW".

DATE OF ARRIVAL  
April  
**19**  
Wednesday

DATE OF DEPARTURE  
April  
**21**  
Friday

NO. OF ROOMS  
**1**

NO. OF ADULTS  
**1**

OPTIONAL CODE  
JMUDB

RESERVE NOW

YOU WILL SEE THE JMU DIRECT BILL RESERVATION RATE LISTED IN ADDITION TO WHAT THE GOING RATE IS PUBLICLY FOR REFERENCE. IF THERE IS NO AVAILABILITY, A MESSAGE WILL APPEAR "NO ROOMS AVAILABLE. PLEASE TRY ANOTHER DATE." SELECT THE DESIRED ROOM TYPE, AND CLICK BOOK.

JMUDB x

**Deluxe Room With 2 Queen Beds**

4 People 2 Queen Bed 371 ft<sup>2</sup> / 34 m<sup>2</sup>

Deluxe room with fridge, 2 queen beds, desk, TV, complimentary wireless internet, spacious bathroom, Keurig coffee maker, in-room safe, shower/tub combo. A limited number are dog-friendly; please select pet add-on enhancement.

[View Room Details And Enhancements](#)


<input checked="" type="radio"/> JMU Direct Bill	\$ 98.00
<a href="#">Details</a>	
<input type="radio"/> Standard Daily Rate	\$ 144.00
<a href="#">Details</a>	
<input type="radio"/> AAA Auto Association Rate	\$ 137.00
<a href="#">Details</a>	
<input type="radio"/> AARP / Senior Citizen Rate	\$ 137.00
<a href="#">Details</a>	

[View All Rates](#)

\$ 98.00 **BOOK**

ON THE RESERVATION PAGE YOU SHOULD ENTER THE INFORMATION ABOUT THE GUEST, BUT FOR EMAIL ADDRESS, THE RESERVATION SHOULD HAVE THE RESERVING PERSON'S JMU EMAIL [NAME@JMU.EDU](mailto:NAME@JMU.EDU), PHONE NUMBER SHOULD BE THE RESERVING PERSON'S JMU PHONE AND THE ADDRESS SHOULD BE THE DEPARTMENT'S MSC CODE.

## Your Reservation

JMU Direct Bill 

Deluxe Room With 2 Queen Beds - 1 room	\$ 196.00
2 nights 1 adult	
Wed, Apr 19, 2023	\$ 98.00
Thu, Apr 20, 2023	\$ 98.00
Subtotal	\$ 196.00
Code: JMUDB	
Taxes	\$ 24.11
<b>Total</b>	<b>\$ 220.11</b>

### Special Requests:

Note: These are not guaranteed.

Arrival Time:

### Additional Comments:

ADD DEPARTMENT NAME

Do not add your department or grant org codes

## Guest Information

[Been here before? Click here](#)

Salutation/Title	▼
Guest First Name	*
Guest Last Name	*
JMU Email of reserving person	*
JMU reserving persons Phone #	*
MSC	*
Harrisonburg	*
UNITED STATES	▼ *
Virginia	▼ *
22807	*

Notify me about special offers.

I have read and agree to the [Terms & Conditions](#) and [Privacy Policy](#)

BOOK NOW

IT IS IMPORTANT THAT THE "ADDITIONAL COMMENTS" BOX HAS THE DEPARTMENT NAME BEING BILLED. DO NOT ENTER IN ORG OR GRANT CODES. THIS DOES NOT HELP HOTEL MADISON.

ONCE ALL FIELDS HAVE BEEN COMPLETED AND THE TERMS AND CONDITIONS HAVE BEEN ACCEPTED, CLICK "BOOK NOW".

A CONFIRMATION EMAIL WILL BE SENT TO THE RESERVING PERSON'S EMAIL ADDRESS ENTERED ABOVE. YOU MAY FORWARD TO YOUR GUEST.

## DEPARTMENTAL RECONCILIATIONS

SHANNON HUFFMAN REVIEWED THE PURPOSE OF DEPARTMENTAL AND ARAMARK AUDITS, THE REQUIREMENTS FOR EACH AND THE AUDIT PROCESS. PEOPLESOFT REPORTS MAY BE RUN NO SOONER THAN THE 6<sup>TH</sup> OF THE MONTH AND SHOULD NOT BE RUN LATER THAN THE 10<sup>TH</sup> TO FACILITATE TIMELY RECONCILIATIONS. SHANNON ALSO REMINDED EVERYONE TO USE THE MOST RECENT FORMS/TEMPLATES FROM THE FINANCIAL PROCEDURES MANUAL. IF GUEST COUNTS CHANGE RELATED TO ARAMARK CONTRACTS, JUST LET HIM KNOW AND HE WILL RECALCULATE THE PER DIEM TO VERIFY COMPLIANCE.

## FY23 YEAR-END MEMO

THIS WAS EMAILED BY MARK ANGEL TO VICE PRESIDENTS, DEANS, DIRECTORS AND AUHS ON APRIL 7<sup>TH</sup>. IT WAS ALSO DISTRIBUTED TO ALL FINANCE FORUM LISTSERV MEMBERS BY TISH THE SAME DAY. THERE ARE SEVERAL NEW EVENTS INCLUDED IN THIS YEAR'S MEMO.

- MAY 15<sup>TH</sup> – LAST DAY TO SUBMIT TSR'S FOR FY23 TECHNOLOGY PURCHASES
- JUNE 12<sup>TH</sup> – LAST DAY TO SUBMIT COMPLETED ORDERS FOR PREPAID CARDS
- JUNE 15<sup>TH</sup> – LAST DAY FOR PICKUP PREVIOUSLY ORDERED PREPAID CARDS
- JUNE 15<sup>TH</sup> – EXPENDITURE CUTOFF, ATV CUTOFF, BUDGET REVISION CUTOFF FOR FY23 @ 5PM

## **ANNOUNCEMENTS**

### **THE UNIVERSITY FARM**

- IS NOT CONSIDERED AN OFF-CAMPUS LOCATION

### **CHANGES TO W-8 REQUIREMENTS (EMAIL TO FINANCE FORUM LISTSERV 4/12/23)**

- THE JMU SUBSTITUTE W-8 FORM IS NO LONGER VALID.
- ALL NONRESIDENT ALIEN (NRA) PAYEES/VISITORS MUST USE IRS FORM W8-BEN TO VERIFY THEY ARE A NONRESIDENT INDIVIDUAL.
- IF YOUR NRA GUEST IS RECEIVING AN HONORARIUM OR PROVIDED TRAVEL RELATED EXPENSES, AND WAS ADMITTED TO THE U.S. WITH A B1/B2 IMMIGRATION STATUS OR VIA THE VISA WAIVER PROGRAM, THEN THE NONRESIDENT ALIEN HONORARIA/TRAVEL EXPENSE SUPPORTING STATEMENT IS REQUIRED.
- BOTH FORMS MAY BE FOUND ON OUR PAYROLL WEB-PAGE UNDER PAYROLL FORMS.
- CONTACT SHERRY WILLIS AT [WILLISL@JMU.EDU](mailto:WILLISL@JMU.EDU) OR 8-8034 WITH ANY QUESTIONS

**IT SENSITIVE DATA REMINDER:** HIGHLY CONFIDENTIAL DATA SHOULD NOT BE STORED ON INDIVIDUAL HARD DRIVES, PERSONALLY OWNED DEVICES OR IN PAPER FORM. THIS DATA MAY BE TEMPORARILY STORED ON JMU FILE SHARES (N: DRIVE) IF PASSWORD PROTECTED, HOWEVER HIGHLY CONFIDENTIAL DATA SHOULD NOT BE TRANSMITTED BY EMAIL. IT IS ACTIVELY WORKING WITH FINANCE TO DEVELOP A SECURE WAY OF PROVIDING W-9 FORMS TO FINANCE FOR PAYMENT PROCESSING. PLEASE CONTACT MATASHA OWENS AT [OWENSML@JMU.EDU](mailto:OWENSML@JMU.EDU) WITH ANY QUESTIONS.

**SPCC'S WITH A JUNE 2023 EXPIRATION DATE** WILL BE REPLACED IN EARLY JUNE. SPECIFIC DATES/TIMES/LOCATIONS WILL BE SHARED IN THE COMING WEEKS.

**ANNUAL SPCC TRAINING** WILL BE AVAILABLE SOON AFTER THE CARDINAL MANUAL IS UPDATED BY THE DEPARTMENT OF ACCOUNTS (MID TO LATE APRIL).

### **MERCHANT SURCHARGING RULE CHANGES:**

- EFFECTIVE APRIL 15<sup>TH</sup>, VENDORS NO LONGER REQUIRED TO REGISTER WITH VISA
  - YOU ARE NOT REQUIRED TO ASK FOR THE REGISTRATION NUMBER
- EFFECTIVE APRIL 15<sup>TH</sup> THE ALLOWABLE SURCHARGE DECREASES TO 3%.
- BE SURE TO DESELECT OPTIONAL SURCHARGES, THOSE ARE CONSIDERED DONATIONS.