

FST ROUND TABLE

May 1, 2013

10:00am to 11:30am

Bronfman Building, Room 245



McGill

AGENDA

1. Updates & Reminders
2. Travel Management Program
3. Bell Mobility
4. Open Dialogue

UPDATES – TRI-AGENCY

- All Tri-Agency financial statements are **due on June 30, 2013**
- PI will be emailed financial statement for signature with copy to FST (if any)
- FST can help by:
 - Reviewing financial statement with PI
 - Obtaining PI signatures
 - Emailing signed financial statement back to FA
 - Sending original signed hardcopy to FA

UPDATES – TRI-AGENCY

- *2013 Tri-Agency Financial Administration Guide – Summary of Changes*
 - Changes/updates are bolded and highlighted in grey.
 - The table summarizes only the following sections of the guide:
 - Use of Grant Funds
 - Reporting and Supporting Evidence
 - Uploaded to RAN website, in Research Administration Toolbox section
- For further information, please visit NSERC site:
Tri-Agency Financial Administration Guide

UPDATES – RAN TOOLBOX

Research and International Relations

About For Researchers Industry International Relations Students Multimedia Strategic Research Plan **RAN** Contact Us

McGill.CA / RESEARCH AND INTERNATIONAL RELATIONS / RAN / Members Area

Members Area

- Previous RAN sessions
- Research Administration Toolbox**
- Calendar of Activities
- What's New?
- Resource Quick Links
- How can we help you?

Research Administration Toolbox

RAN aims to provide the tools and resources to foster the professional development of McGill staff by improved understanding of the policies and processes involved in day-to-day research administration activities.

Below you will find tools and resources developed to assist you in your day-to-day activities.

Document	Description	Meeting Date
List of Acronyms	RAN has created a list of commonly used acronyms used in research administration. The file is in Excel format so that users can add to the list as required.	Feb 15, 2013
Automatic Extensions Cheat Sheet	A list of the automatic extensions as they apply to tri-agencies and provincial programs.	Feb 15, 2013
2013 Tri-Agency Financial Administration Guide - Summary of Changes	A summary table that highlights the changes made by the Tri-Agency to the following sections of the Tri-Agency Financial Administration Guide: (1) Use of Grant Funds and (2) Reporting and Supporting Evidence.	Apr 19, 2013

GOT A QUESTION?

[Edit](#) [Configure](#)

www.mcgill.ca/research/sites/mcgill.ca.research/files/2013_tri-agency_financial_administration_guide_-_summary_of_changes.pdf



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REMINDERS – “8” ACCOUNT CODES

- When transferring a expense incurred in a prior fiscal year, use “8” account codes
 - E.g. You are processing a journal on May 1, 2013 (FY 13-14) to transfer an expense that incurred on September 1, 2012 (FY 12-13).

DR 2xxxxx-87xxxx	\$100
CR 2yyyyy-87xxxx	\$100
- When processing prior year journals, always use account codes starting with “8” on **both** the debit **and** the credit.

REMINDERS – BANNER STUDENT AID

■ Stipends

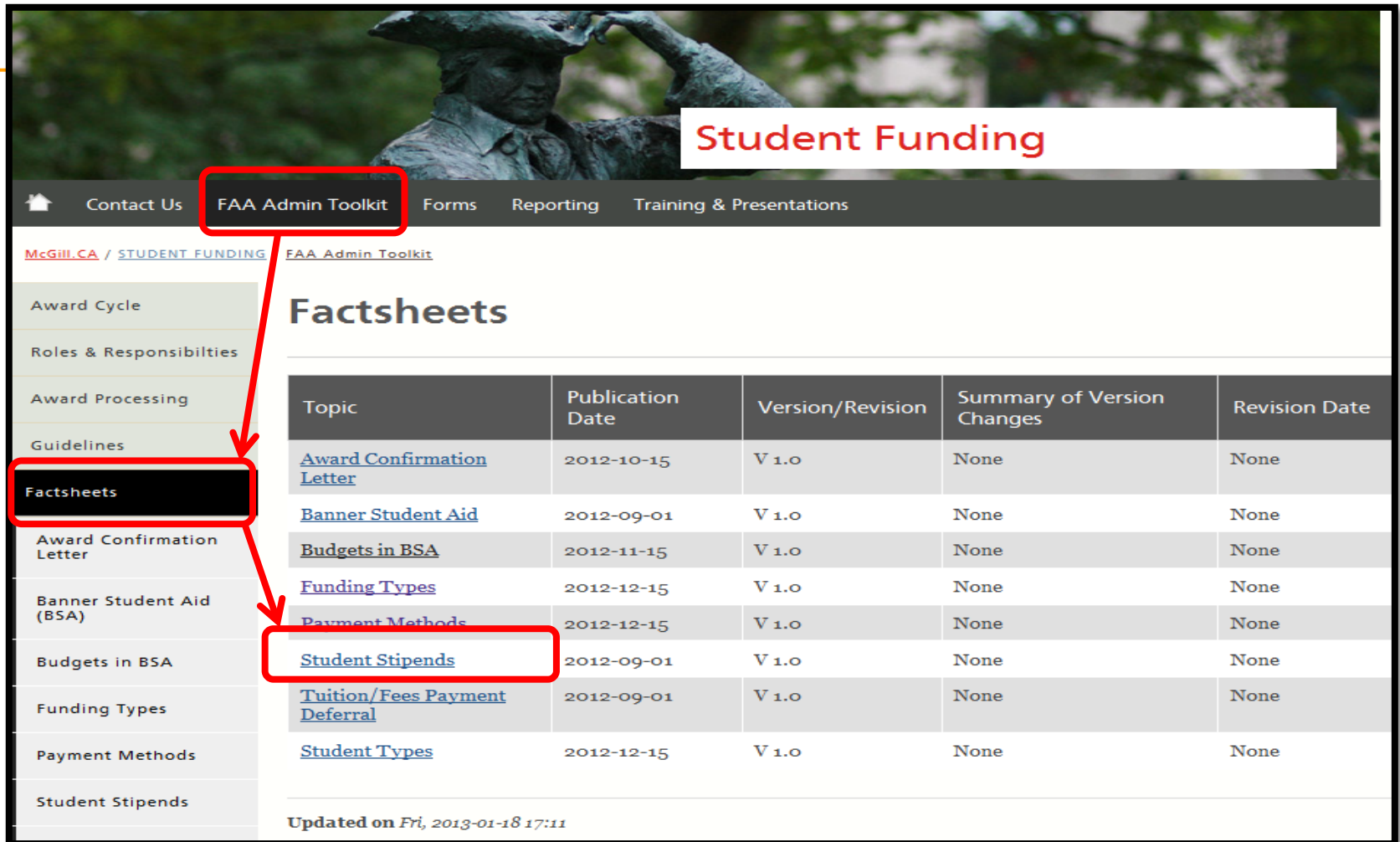
- Paid from a research grant for the student to work on their thesis research which is part of the research program of the professor's grant.
- Tri-Agency stipulates that the stipends should not be paid through tuition and should not be called awards. Stipend minima and maxima are set by some research councils.
- Paid via A/P on Minerva Award Processing Form
 - *A/P = Student's bank account (i.e. direct deposit)
 - *A/R = Student's fee account (i.e. tuition)

■ Refer to the *Student Funding Factsheets*

*A/P & A/R here refers to the Payment Method on the Minerva Award Processing Form (and not referring to the Central Units).



REMINDERS – STUDENT FUNDING FACTSHEETS



Student Funding

Contact Us **FAA Admin Toolkit** Forms Reporting Training & Presentations

McGill.CA / STUDENT FUNDING FAA Admin Toolkit

Factsheets

Topic	Publication Date	Version/Revision	Summary of Version Changes	Revision Date
Award Confirmation Letter	2012-10-15	V 1.0	None	None
Banner Student Aid	2012-09-01	V 1.0	None	None
Budgets in BSA	2012-11-15	V 1.0	None	None
Funding Types	2012-12-15	V 1.0	None	None
Payment Methods	2012-12-15	V 1.0	None	None
Student Stipends	2012-09-01	V 1.0	None	None
Tuition/Fees Payment Deferral	2012-09-01	V 1.0	None	None
Student Types	2012-12-15	V 1.0	None	None

Updated on Fri, 2013-01-18 17:11

www.mcgill.ca/studentfunding/faa-admin-toolkit/factsheets



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TRAVEL MANAGEMENT PROGRAM

Gloria Bachar, Travel Program Manager
Procurement Services

Focus Groups

McGill Travel Management Program (TMP)

Presentation to Financial Service Teams
May 1, 2013

Gloria Bachar, Travel Program Manager, Procurement Services

McGill TMP - Background

- *Confirmed as SRI (Strategic Reframing Initiative) project by Steering committee in Fall of 2011*
- *Sponsored by office of V-P Di Grappa*
- *Procurement Services mandated for the research/benchmarking of this file*
- *Program development in collaboration with Financial Services*

Internal Consultations, Benchmarking and Market Research

- *TMP Selection and Steering committees*
- *RFI (Request for Information) for Travel Management Companies(TMC)*
- *Benchmarking with other Universities & Market Research*
- *One-on-One meetings with Deans of Faculties*
- *Faculty/Staff Survey Feb/March/April 2013*
- *Focus Groups March/April 2013*

Current Process

Accounts Payable

What are the travel rules?

Cash Advances

- > Rate Guide
- > Acceptable Ways to Pay for Travel
- > Auto Rental
- > Before You Travel
- > Business M
- > Day Trip M
- > Hotel Certificates
- > International Travel
- > Loc
- > Ne
- > Per
- > Pub
- > Trip
- > Social Event Meals
- > Travel & Meals (Before May 1, 2010)
- > Travel Basics

Travel Agencies

Travelers Administrators

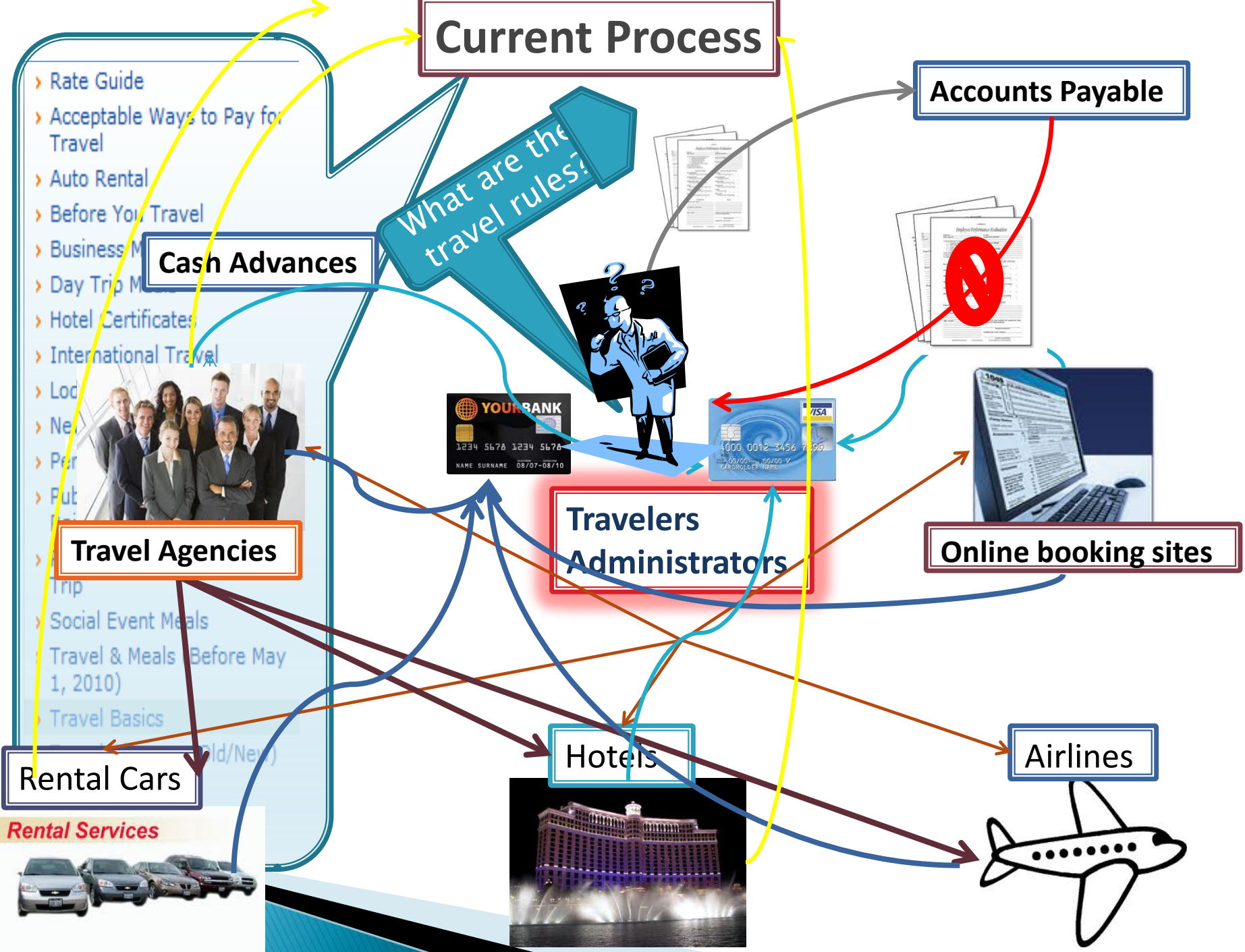
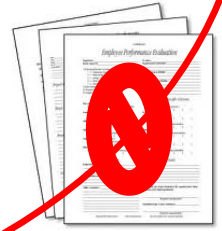
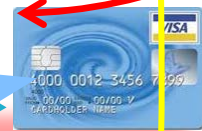
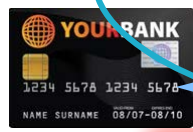
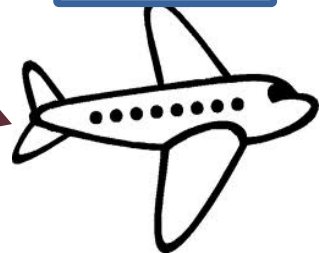
Online booking sites

Rental Cars

Hotels

Airlines

Rental Services



McGill TMP – Objectives of the Program

University-wide adopted Travel Management Program

- *improve customer service*
- *one stop shopping for all travel-related services = less time spent on travel research and manual data entry*
- *process efficiencies (without restricting travelers' choices)*
- *reduce advances and out of pocket expenses*
- *consolidate travel volume for tendering and contracted discounts*
- *compliance with the Act C-65.1 – a Provincial Act respecting contracting by public bodies*

<https://www.mcgill.ca/procurement/regulation/government/act>

McGill TMP – *Main elements with potential benefits based on industry standards*

1. Travel Management Company and Online Booking Tool

- *save time due to one-stop shop*
- *access to market pricing, contracted prices and University regulations*

2. A Travel Card Program – a two tier program

- *a virtual travel credit card to pay for airline tickets at time of purchase*
- *individual travel credit cards issued to authorized travelers to cover out-of-pocket and on-the-road expenses – reducing cash advances*

McGill TMP – *Main Elements with Potential Benefits based on industry standards*

3. End-to-end Integrated Booking and Expense Management System

- *booking trip, preparing expense report, obtaining approvals (online)*
- *quicker turnaround time for payment*
- *minimize the manual handling of paper receipts*

4. Mitigating travel risks

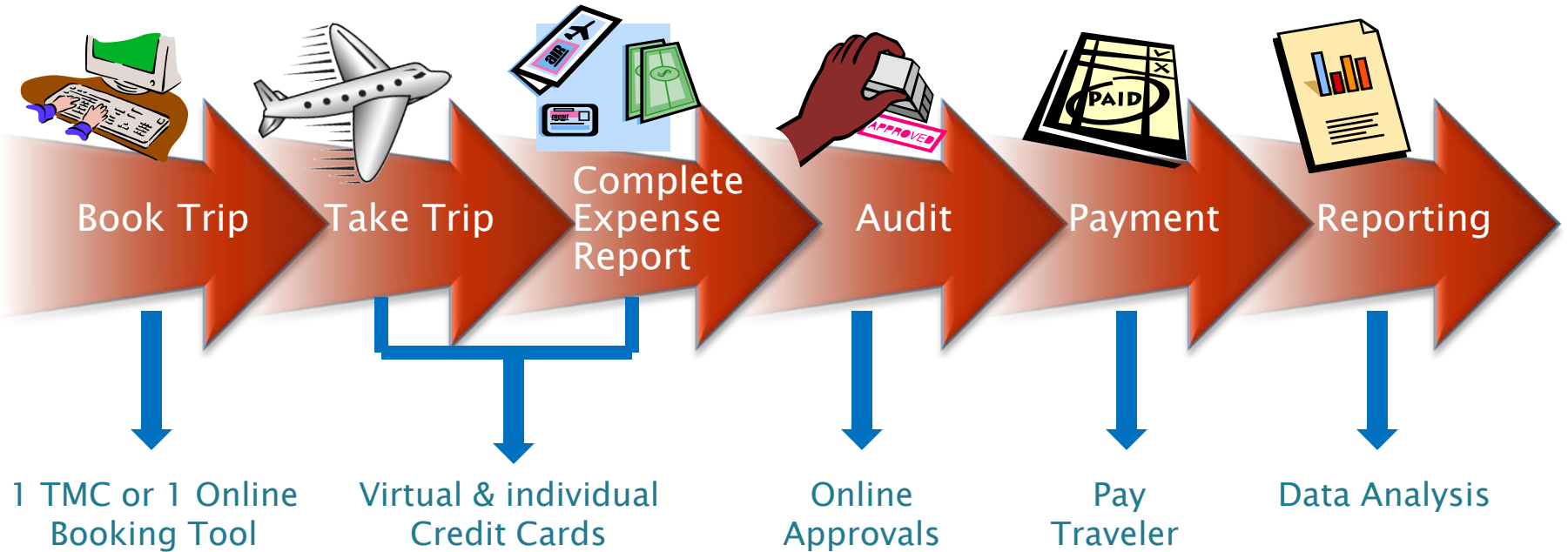
- *develop guidelines, awareness programs*
- *provide the community with tools and best available practices*

5. Expansion of Expense Reimbursement Regulations to include travel

- *clear, consistent procedures for booking and payment choices*
- *easy access to information*

Future Process

McGill TMP –Integrated Travel and Expense Reimbursement Program



Best practices approach to Travel Management: integrated, automated, cost effective

McGill TMP – “As Is” vs. “Proposed” Process

Today's Choices

- ▶ Destination
- ▶ Airline
- ▶ Flight options
- ▶ Hotel
- ▶ Car Rental
- ▶ Any TMC or OBТ

TMC: Travel Management Company
OBТ: Online Booking Tool

Tomorrow's choices

- ▶ Destination
- ▶ Airline
- ▶ Flight options
- ▶ Hotel
- ▶ Car Rental
- ▶ **Contracted TMC and OBТ**

- *One stop shop*
- *Customized Services*
- *Automated reconciliation of expenses*
- *Consolidation of spend /better pricing*

McGill University Travel Management Program

Questions and Feedback



François Pouliot, Director
Procurement Services



BELL MOBILITY QUESTIONS

Q1. Can visitors get reimbursed for cell phone charges if they are with another cell phone provider?

A1. Yes.

Q2. The Bell bill goes through a feed and the user is sent the statement through email. Is there a possibility of the Faculty receiving a group bill?

A2. Yes. Procurement Services can set up multiple people to receive a bill. Please contact Procurement Services (feedback.purchasing@mcgill.ca) with the list of people who should be receiving the bill.

Q3. Some PIs need to switch their SIM card when they are overseas. Is it possible to have the plan unlocked?

A3. Yes, the SIM card can be unblocked. However, the PI's phone number in Montreal will be temporarily frozen until they return from overseas.

BELL MOBILITY QUESTIONS

Q4. Concern with McGill employees who are still with Rogers not yet rolled over.

A4. Subscribers to plans other than Bell's are encouraged to switch to Bell as soon as possible, or come forward with evidence of insufficient coverage, to avoid having their line with another provider be terminated (and transferred to Bell) at a moment's notice.

Pcard payments with other providers are set to become blocked by June 1st, 2013 (2nd anniversary of Bell contract).

Q5. Must all researchers switch to Bell Mobility even if it is paid from a grant such as NIH (US) or an unrestricted fund?

A5. McGill University is contractually committed, and legally bound by Act C-65.1 to use Bell Mobility for its mobile communication device requirements, unless Bell cannot provide the necessary coverage.

BELL MOBILITY QUESTIONS

Q6. If the researcher has special permission from the agency, will they still have to switch providers to Bell?

A6. The researcher must provide a valid justification why they are using another service provider (e.g. the researcher does not get a Bell signal in the area s/he is working).

Q7. My Professor currently has Rogers as a provider. Rogers has the reputation of least dropped calls, and this is important in regard to the live interviews he conducts. Therefore the coverage, i.e. Bell being spotty, is very important to my Professor and is a big concern in regard to switch providers.

A7. If Bell cannot provide the necessary coverage for the researcher, the PI can keep his/her current service provider. McGill would need to let Bell know about the deficient coverage.

Q8. Can we obtain access to billing for our jurisdiction or a link where plan participants can access their billing details?

A8. Please see answer (A2).

BELL MOBILITY QUESTIONS

- Q9. Is it possible Central Accounting could provide each FST with a list of claimants per jurisdiction who claimed cell phones on their expense reports in the past year or two? That would help us identify cell phone users in our respective jurisdictions and ensure that all of them switched to Bell (now and then we have cell phone usage claimed on ER, despite all communication sent to entire community)?
- A9. Unfortunately, due to limited resources and the manual labour involved, Central Accounting cannot provide each FST with a list of claimants per jurisdiction who claimed cell phone charges on their expense reports in the past 2 years. If the FST notices a cell phone charge with a cell phone provider other than Bell, the FST can contact Procurement Services (feedback.purchasing@mcgill.ca) and Procurement Services will determine whether the claimant needs to switch their service provider.

Bell Mobility Contract FAQs can be found at the Procurement Services website:

<https://www.mcgill.ca/procurement/sites/mcgill.ca/procurement/files/bellmobilityfaqs0.pdf>

OPEN DIALOGUE

