

Kellogg Staff Meeting, January 2008

Project Café Information, 2008 Mileage Rate, GIM Faculty Advisors Travel Procedures, Reimbursements under \$20

Project Café Preparedness and Training:

Get the latest information at <http://cafe.northwestern.edu/>

Remember to sign up for monthly workshops

Next month's DA meeting will feature a presentation on what Kellogg account numbers will look like in the new system.

Kellogg's Local Readiness Team Leads are our liaisons with Project Café:

Gisela Gutierrez
Nancy Rickett
Deborah Garcia
Sita Parameswaran

2008 Mileage Reimbursement rate:

Effective January 1, 2008, the mileage reimbursement rate is increased to 50.5 cents per mile. For mileage reimbursement for travel during 9/1/07-12/31/07, rate is 48.5 cents per mile.

Add your name to the Financial Systems Listserve :


Call the helpline at 7-3777, or

Email listproc@listserv.acns.northwestern.edu

Leave the Subject field blank, turn off your signature, and fill in the body of the email with: subscribe EPS your name. You will receive a return email confirming your subscription to the listserv.

GIM Classes, Winter Quarter, 2008

Country	Faculty Advisor
Russia	Helen Teplitskaia/Carol Zsolnay
China	Dean Jacobs/Angela Lee
China-Korea	Bala Balachandran
China-emerging	Mark Finn
European Union	Scott Whitaker
Japan	Patricia Ledesma
Southern Africa	Megan Krueger
Tanzania-GHI	Kara Palamountain/Tim Feddersen
Southeast Asia	Dave Gent
India	Raj Gupta/Dean Ed Wilson
Latin America	Michele Rogers
Turkey	Sheila Duran
TMP	Vennie Lyons
EMP	Mark Finn/Russ Walker



For those of you who have faculty or staff serving as faculty advisors for GIM classes: Their travel is covered by the Dean's office, and Andrea will process their reimbursements. However, we would like to receive the T&E and all original receipts all ready to go. That is, with the exchange rate indicated and calculated, and with the T&E all filled out. Deborah Garcia sent an email to the faculty advisors, asking them to hand these reimbursement requests in to you, and you can then make sure that they're complete. If they're complete, you can pass them on to Andrea. For faculty advisors who will want travel advances, they can email their request directly to Andrea. They should include information on which GIM trip their request is for, the dates of travel, the amount of the advance, and when they need it. We need two weeks notice.

Don't Forget - For Reimbursements Under \$20:

Bring your T&E or Nontravel Reimbursement form and receipt to Andrea Munoz and she will reimburse you immediately from our petty cash. Saves transactional processing time and expense!