Words from the Comptroller:

I would like to take the opportunity to thank all department managers that have stayed within their budget this fiscal year. I know that it has been a tight year for everyone. As we begin FY14, please continue to watch your budget by reading your Budget Progress Reports that are emailed and spend wisely.

Student enrollment plays a major role in ABAC’s budget. Be sure to welcome and thank students and parents that you see out and about on campus for choosing ABAC. Your southern hospitality may be the selling point for their decision.

FY13 Expenditure Deadlines:
- Petty Cash reimbursements must be submitted by June 27 to be charged to FY13 budget
- Travel is NO LONGER ENCUMBERED. All requests for travel reimbursement must be documented and submitted by June 28 to be charged to the FY13 budget

ALL monthly payroll changes for June must be processed by June 18!

Travel Reimbursement Changes and Reminders

Student travel reimbursements are subject to the allowable limits and conditions as discussed in the Board of Regents Business Procedure Manual Section 4.4 through 4.9 (http://www.usg.edu/business_procedures_manual/section4). Student meal reimbursement is subject to the same in state and out of state per diem limits. The ABAC Business office has also created a new Student Meal Reimbursement Policy and Log that must be completed for reimbursement of meals for student travel. This new Student Meal Reimbursement Policy and Log is effective IMMEDIATELY. The instructions and log can be found on the Business Office website http://www.abac.edu/more/business-operations.

Please make sure that the per diem reimbursement rates are correct when submitting your travel reimbursement request. High cost areas in the Georgia are Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties. Out of state per diem amounts should be researched at the following link:

Please remember to take a hotel/motel tax exemption form with you when traveling. Always ask for the hotel/motel to deduct these charges from the bill. If they refuse to deduct the tax, please make a note somewhere on the travel reimbursement form stating that the hotel would not deduct the tax.

Procurement: P Card holders can resume using their P Cards. ANY transactions posted in the Works program beginning May 28th will be processed in FY14 budget period.