

Inside this Issue

Charitable Contributions..... 1
Remote Check Printing 2
Payment for Services 2
Airline Credits 3
Airfare Insurance 3
Receive Your W-2 Online 4

Business Office Newsletter

Charitable Contributions in Lieu of Compensation

On occasion a guest speaker may wish to donate their honorarium or speaking fee to Carleton College or other charitable organization. To redirect payment, there must be a written agreement **prior to the speaking engagement**.

A [Waiver of Payment Form](#) may be used to demonstrate that the speaker has no claim to the funds and the College has discretion to distribute payment to the suggested charity. Without a signed waiver form, income would remain taxable to the recipient.

To coordinate a charitable payment in lieu of compensation, please email the completed *Waiver of Payment Form* and *Payment Request Form* to Accounts Payable, accountspayable@carleton.edu **in advance of the event**.

New Vendors require a W-9 on file. You can utilize the [W-9 Request Form](#) to initiate new vendor paperwork. This is our electronic OnBase workflow that shares a link to a secure portal where the vendor can upload the necessary documentation.

Business Office Hours

Mail Stop: 1-BUSOFC

Business Hours:

8:00am-5:00pm

Cashier Hours:

8:30am-2:00pm

Business Office Forms: <http://apps.carleton.edu/campus/business/businessofficeforms>

JP Morgan Remote Check Print Partnership

The college has partnered with JP Morgan Chase to print and distribute paper checks.

Beginning in January 2021, JP Morgan will print and mail paper checks from an electronic file uploaded through a secure portal. This check printing service provides a secure payment option and streamlines accounts payable processing during this period of remote work.

While paper checks issued will have a modified appearance, the process to submit payment requests has not changed.

Payment Requests can continue to be submitted to accountspayable@carleton.edu for processing within 7-10 business days.

Payment for Services

A reminder that all payments for services must be paid by Carleton directly to ensure appropriate IRS reporting.

Please avoid paying for services with your own funds. Services should never be charged to your Out of Pocket account. It is best to pay for expenses with your Carleton credit card or submit invoices to:

accountspayable@carleton.edu.

Before contracting for services, please consult with Human Resources prior to the engagement using the [Independent Contractor Evaluation Form](#).



Frequent Contacts:

Business Office Phone:

507-222-4843

Departmental Deposits:

Brenda Schneider; 4843

Accounts Payable/Payment Requests:

Melissa Smith; 4844

Purchasing Card Assistance & Training:

Amy Swenson; 5509

Budget Access, Transfers & Journal Entries:

Karl Symons; 4471

International Students & Visitors:

Shari Mayer; 4022

Payroll:

Jennifer Paulson; 4283

Grant Management:

Susan Benson; 5990

Traveler's Tips and Information

Airline Credits

Individuals who received airline credits for business travel due to COVID-19 should continue to pursue refunds for their operating budgets whenever possible.

Many airlines have extended the credits until December 2022 and individuals should monitor and use those credits for future business travel when we are able to return to normal operations in the future.

Individuals who may have used these credits for personal travel should reimburse Carleton.

Airfare Insurance

Carleton's purchasing card policy considers travel insurance a non-reimbursable expense.

Travel insurance charged to your credit card account can sometimes trigger fraud flags. Do not elect to add flight insurance to avoid declines on your College card.

Sharing this informative NY Times (June 2020) article that highlights the shortcomings of flight insurance.

Article:

<https://www.nytimes.com/2020/06/17/travel/travel-insurance-pandemic.html>

Standard Mileage Rate Change

With the ringing in of the new year, the IRS has issued a new rate for mileage reimbursement.

Effective January 1, 2021, Carleton will reimburse business mileage at the new rate of \$0.56/mile.

The volunteer/student rate remains unchanged at \$0.14/mile.



Receive Your W-2 Online!

The Payroll Office would like to remind all current employees with HUB access that you are able to receive your Form W-2 **electronically** instead of a paper copy.

Electronic delivery is the recommended option in order to reduce the time associated with producing, distributing and mailing these statements, improve the security by which they are delivered and eliminate lost forms and requests for duplicates. This is a green initiative we hope our entire community will choose to participate in.

To consent:

- Log into the HUB
- Select **W-2 Statements and Electronic Consent** from the Employee Information Menu
- Read and select your consent option
- Select submit (NOTE: you can remove your consent at any time)

The cutoff time to complete this is January 14, 2021.

You will receive a notice from the payroll office in January when the W-2 statements are available on the HUB. If you withhold your consent, a paper W-2 will be mailed to your home address on file by January 31.

Please contact Jennifer Paulson (jpaulson@carleton.edu, x.4283) or Shari Mayer (smayer@carleton.edu, x.4022) with any questions.