

College/Division Administrator Meeting  
Room 302, Melcher Hall  
September 12<sup>th</sup> 2019 - 9 AM to 11 AM

Agenda

Linelle Clark-Brown, HUB Director

- HUB Team introduction

Allyson McDonald, Risk Management and Insurance Specialist

Wayne Brown, Risk Management Director

- Foreign Travel Accident Policy Update

Hector Bonilla, Contracts Reporting Manager

- Contracts Reporting changes

Pam Muscarello, Executive Director Business Operations Division of Research

- Faculty Startup Distribution

Karin Livingston, Controller

- Agency Fund Cost Centers
- Accounts Payable and Purchasing Fraud Red Flags
- Domestic Travel with Rental Car
  - Will be done by Travel Request
  - A field will be added in the profile to indicate “Yes” or “No” for the Motor Vehicle Request Form
  - An Audit Rule will be created to display a message on Travel Requests if the employee does not have their MVR submitted
  - The file loading process for the MVR file is being tested. Once testing is complete, we will load the file and send an announcement via the listserv on the new information.
- Foreign Travel with Rental Car
  - An email reminder from Concur is being worked on, to notify Risk Management

Other items from the group