In This Issue

I am pleased to announce the promotion of Danielle Khoury to Controller for MIT. Danielle joined our Controllership in 2008 and has served as one of our Assistant Controllers since 2012. Over that time, she has skillfully managed some of the most important functions of the Controllership and established herself as an expert on MIT’s finances and a thoughtful collaborator with our community. I am confident she will achieve great things for MIT in her new role, which officially commences on May 16th. I hope you will join me in congratulating Danielle on her well-deserved promotion. You can read more about Danielle in the story below.

On another front, I am excited to share the news that VPF Sourcing & Procurement has contracted with a selection of caterers to become Preferred Caterers for MIT. These eleven local businesses will provide discounts to all MIT customers and support new processes to streamline purchasing and billing. See the story below for a complete list of caterers and information on the types of services they provide.

The Sourcing & Procurement team worked with members of the community who have a wide range of catering needs on this year-long project, with three main objectives in mind: to streamline the selection process by qualifying and categorizing MIT’s current catering vendors by type and services offered; to simplify internal paperwork; and to achieve consistent, equitable and quantifiable cost savings for the Institute. The outcome is that our community will save both time and money when it comes to catering events on campus.

While MIT has had preferred vendors in many other business categories, this is the first time the community can choose from a prequalified list of preferred caterers and benefit from discounted pricing on any sized catering order. I want to express my appreciation to team members Pam O’Neil, Ann Julian, Carl Biancucci, Andrew Eaton and Sara Malconian for taking on this substantial task, and for achieving outstanding results.

Bon appétit!

Best,

Glen Shor
Vice President for Finance

Meet MIT’s New Controller

Fiscal Year-end Closing Schedule

MIT’s fiscal year-end closing process is underway. We encourage you to review the closing schedule and tips for ensuring a smooth year-end close.

In addition, VPF has developed a short online demonstration to provide guidance to MIT community members involved in the closing process. While especially helpful to those who are new to the process, it is also a valuable refresher for experienced administrators.

Watch the Year-end Closing Demonstration >>

Please contact vpf-cost-objects@mit.edu if you have any questions about the year-end closing process.

Airgas Audit

Airgas will be conducting an inventory of cylinders across campus beginning on May 23.

This audit is necessary to ensure proper accounting of rental fees associated with Airgas cylinders on campus.

MIT’s Environment, Health, and Safety Office (EHS), VPF Sourcing & Procurement, and Airgas encourage labs to return all empty and unused cylinders and dewars before the audit. Returning cylinders to Airgas in a timely manner can result in significant savings in rental fees.

To request pickup of empty and unused cylinders and dewars, go to airgas.mit.edu.

If you have questions on the audit or Airgas, contact:
Jim Bagley, Senior Buyer
VPF Sourcing & Procurement
617-324-8162

Purchase Order and Requisition Closeouts

As the end of the fiscal year approaches, please note that purchase order closeouts can be completed by using the Atlas-based Close Purchase Orders form. Go to Atlas and under Purchasing/Buying,
Danielle has worked with many sectors of the MIT community in her eight years of service to the Institute. She joined MIT in 2008 as Manager of Financial Reporting and was promoted to Assistant Controller in 2012. She has led processes of closing the books for the fiscal year and publication of the annual Report of the Treasurer, and is expert in some of the most complex areas of MIT’s finances—from endowment accounting to reporting for MIT’s growing roster of international engagements.

“After a comprehensive search and a review of a robust field of qualified candidates, it’s evident to me that no one is better prepared and able to assume the helm of our Controllership,” said Glen Shor, Vice President for Finance, in an email to the community announcing Danielle’s promotion.

“My goals going forward are to expand our engagement with the community, to make everything we do more intuitive, and to simplify and streamline processes,” says Danielle. “I am fortunate to have so much support in this position, and to work with a talented team who strives to see issues from the community’s perspective, and solves problems at the root cause.”

Previously Danielle worked at Pricewaterhouse Coopers (PwC) overseeing audits for many area universities, including MIT. “There was something dramatically different about auditing MIT,” she says. “People at the Institute were easy to work with, happy to help, and always open to changes that would help them do their best for MIT. I knew then that wherever I went next, I wanted to make a difference, and use my skills to solve problems through collaboration and team work. There’s no better place to do that than MIT.”

Danielle holds a BS degree in Business Administration from Stonehill College and is a CPA.

MIT’s New Preferred Caterers Offer Discounts on All Orders

The VPF Sourcing & Procurement team has developed a list of Preferred Caterers for the MIT community. Benefits to using caterers from the Preferred list include discounts on every order and a streamlined purchasing and invoicing process.

MIT’s preferred caterers are:

- Baker’s Best
- BG Events (New England Gourmet)
- Café Luna
- East Meets West
- Gourmet Caterers
- Jules Catering
- Rebecca’s Cafe
- Rita’s Catering
- Sebastian’s/Zigo
- The Catered Affair
- Via Lago

All preferred caterers will offer some level of discount from their retail pricing. Discounts will vary based on order size and event type. In all cases there will be a percentage discounted on the order and in some cases you will also benefit from a reduced delivery fee. All discounts will be clearly marked on your invoice(s) so that you can easily see your savings.

Please note our preferred caterers were chosen from MIT’s current roster of caterers, who expressed an interest in becoming a preferred caterer and met specific requirements. While using these caterers will bring cost savings to the MIT community, you may still use caterers who do not have preferred status.

In addition to these off-site caterers, MIT’s on campus dining vendors—Aramark, Bon Appetite, Chartwells, and Pacific Street Café—also offer catering services.

Click here for details and contact information for each of MIT’s preferred caterers on SmartBuy.

VPF Sourcing & Procurement gathered information about each caterer in the qualifying process, and is

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Transforming the Buying and Paying Experience

VPF and IS&T are bringing a new system for shopping, buying, and paying for goods and services to the MIT community. The new system will be rolling out in January 2017 after a pilot period with select DLCs.

Buy-to-Pay (B2P) aims to simplify and improve the buying and paying experience for MIT community members. The redesign encompasses policies, processes, and a new cloud-based platform that brings transactions to one central portal for requisitions, purchase orders, invoices, RFPs, and ProCard charges. The B2P team has spent the past months working closely with a User Advisory Group comprising 38 individuals from across MIT and has provided presentations to many committees and DLCs to gather community feedback.

If you have questions, comments, or would like the B2P team to present to your group, please email b2p@mit.edu.

Limited Deliveries to Campus on Friday, June 3, MIT Commencement Day

Delivery trucks will have no access to certain areas of campus and only restricted access to the remainder of campus on Commencement day, Friday, June 3. MIT has communicated this to its partner and preferred vendors and to other vendors that routinely deliver to campus. Please contact Susan Bolster, Supervisor of Mail Services, at 324-3577 or sbolster@mit.edu with questions.

Home Depot Tax Exemption Notice

MIT is now registered with Home Depot and has obtained an MIT-wide registration number for state tax exemptions. If you use your P-Card to make an MIT purchase, the Home Depot purchase will be excluded from the MIT tax base.

Please contact Susan Bolster, Supervisor of Mail Services, at 324-3577 or sbolster@mit.edu with questions.
If you have questions about caterers and catering, please reach out to these contacts in Sourcing & Procurement:

Pam O’Neil, 3-2756, poneil@mit.edu
Ann Julian, 3-8350, amjulian@mit.edu
Carl Biancucci, 3-2520, cb3@mit.edu

### Are You Traveling? Tips for Prompt Expense Reimbursement

The VPF Travel team handles more than 160 expense reports per day, with the average total of $1,629. If you are traveling on MIT business and want to get your travel expenses processed and reimbursed as quickly as possible, check out the top five reasons that expense reports get sent back to the traveler and tips to avoid these common reporting mistakes and omissions.

1. **Missing receipts/missing itemization**: Itemized receipts are required for expenses of $75 or more, for all business meeting meals, all meals with alcohol, and all local travel expenses regardless of the expense amount. Please ensure that every expense has a receipt and that they are identified in the expense report.

2. **Relief for expenses requiring pre-approval**: Ensure that all pre-approved expenses have been authorized by the appropriate MIT department. If your pre-approval is pending, you may be required to show approval before reimbursement.

3. **Accumulate receipts before submission**: Consider accumulating receipts for multiple expenses before submitting your expense report. This can reduce the number of times you need to submit reports and simplify the reimbursement process.

4. **Include all required information**: Be sure to include all necessary information on your expense report. This includes dates, locations, names of attendees, and the purpose of the trip.

5. **Check travel itinerary**: Verify that the actual travel itinerary matches the one approved in advance. Any changes should be noted on the expense report.

### VPF Training Opportunities

Register for VPF training classes by visiting the MIT Learning Center on Atlas. These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

<table>
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<td><strong>Fundamentals of Finance &amp; Accounting</strong></td>
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### More Ways to Learn

VPF staff members are available to provide customized training to members of the MIT community. Request a customized training session.

MIT training resources for administrators are just a click away.

- [VPF online and in-person courses](#)
- [Environment, Health & Safety training](#)
- [Learning and development offered by Human Resources](#)
- [IS&T training](#)
- [Office of Sponsored Programs training](#)
- [Join the MIT Yammer Network for training updates](#)
- [SkillSoft](#)

Lynda.com is another great option for training. MIT community members have access to more than 1,000 online courses.

### AdminConnect

Stay connected with AdminConnect, an online resource for MIT administrators.
2. Business/First Class airfare or upgrade fees are not itemized: Travelers may fly Business Class (or First Class if Business Class service is not offered) when the flight—or any segment of the round trip—has a scheduled in-air flying time greater than 6 hours, or the destination is outside North America (defined as the continental U.S., Canada, Mexico, Bermuda, and the Caribbean Islands). Travelers must itemize the lowest available coach fare (providing documentation) and the airfare difference.

Consider using The Travel Collaborative (TTC) — MIT’s preferred travel agency — or the Concur booking tool Cliqbook (fulfilled by TTC) for travel arrangements. TTC documents the equivalent coach fare on all itineraries. Unless specifically allowed by the sponsor, the cost of Business Class/First Class may not be charged to sponsored projects. Travelers must allocate the difference in airfare to a discretionary cost object.

3. Alcohol not itemized: If alcohol is not permitted by the sponsor it must be itemized and charged to a discretionary account. Even if it is permitted by the DLC, it still must be itemized in Concur. An itemized receipt is required for meals with alcohol regardless of the amount.

4. Meals on hotel bill require confirmation no alcohol was included: If you charge meals to your hotel bill and they are less than $75 you need to include a comment that the meals did not include alcohol, if there was none. For meals more than $75, or if there is alcohol, you must have an itemized receipt and itemize them in Concur. (See #3 above.)

5. Missing comments on miscellaneous expenses under “other fees, materials, incidentals”: You must include a comment for miscellaneous expenses explaining how they relate to the business purpose of the travel. Please note that every purchase you make while traveling is not necessarily reimbursable. For example, if you forgot your toothpaste and bought some on your trip, it is not reimbursable. While dental hygiene is important, toothpaste itself has no direct benefit to MIT or the sponsor. Use this sponsored-focused example when considering which miscellaneous travel expenses are reimbursable.

Questions? Review travel policies on the VPF website, or contact your dedicated travel assistant on the VPF Travel team.

Financial Review and Control (FRC) Application Updated

The VPF Financial Accounting & Reporting (FAR) team recently announced updates to the Financial Review and Control (FRC) Application. These changes went into effect in early May and reflect input gathered from users across MIT in the past year. The updates are summarized below:

- **Document Review is re-named “Detailed Review”:** When doing a Detailed Review, users should review the charge for allowability, reasonableness, and accuracy on the cost object, and if paper or electronic documentation exists, review and verify that all supporting documents, including packing slips are correct and in place. If there is no outside documentation produced as part of the original transaction (as is often the case with postage, internal income transfers, and small gifts) the detailed review would simply mean the reviewer has confirmed that the charge is appropriate for that cost object. Users do not need to request, create, or print documentation that is already in MIT systems of record simply for the purpose of selecting “DR” in the tool.

- **New reasons “Incorrect Cost Object” and “Unrecognized – researching” are added to the Issues drop-down list:** Many users are using the “Issue Identified” status as a placeholder as they investigate a charge. The new “Unrecognized – researching” reason will allow users to flag the transactions they are looking into instead of selecting “Other” as an explanation in the comment field.

- **A new Reference field from SAP DTR is included:** This field displays information such as the invoice # for invoices, trip # for Concur travel reports, and the cardholder name for ProCard transactions.

- **Transactions are now grouped in the same order as the SAP Summary Statement (i.e., Travel, M&S, Service Facilities):** Transactions were previously grouped by the type of high-risk item (i.e., JVs, items greater than $2500).

- **M&S Allocation GLs 600104 – 600107 are excluded from the transaction list:** This applies to interdisciplinary labs only. S&W Allocation (600100) is currently being excluded, so adding M&S Allocation to the exclusion list provides consistency in the types of charges interdisciplinary labs need to review on a monthly basis.

The FAR team has set up a new email address for questions/support. For FRC business-related or policy questions, users can now email vpf-frc@mit.edu.
**Financial and Administrative Service Areas Within VPF**

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**Office of the Vice President for Finance**

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