

**Large Agency
Chief Financial Officers Meeting Minutes**

November 27, 2007

PARTICIPANTS:

Paul Nicola, DCA
Angela Garcia, EDA
John Moorman, HCA
Brandon. Loftin, EVA
John Lake, HSA
Jim Humble, HSA
Li Li, DJA
Christy Kramer, PSA
Reed Spangler, RVA
Craig Rudolph, DTA
Syndia Reeder, WCA
Denise Parolale, LDA
Sharon Gulden, LDA
Tracy Schmidt, HDA
Megan Darian, ADA
Clark Partridge, DOA/GAO
Angela Dillard, DOA/GAO
Shannon Landis, DOA/GAO
Diane Gorham, DOA/GAO
Anita Kleinman, DOA/GAO
Amy Aeppli, DOA/GAO
Angela Dillard, DOA/GAO
Jaimie Soulvie, DOA/GAO
Joanna Greenaway, DOA/GAO
Kjell Anderson, DOA/GAO
Randi Orchard, DOA/GAO
Rene' Butler, DOA/GAO
Tami Eckloff, DOA/GAO

ITEMS COVERED

Clark Partridge – *Welcome & Introductions*

Travel Management Subsystem (TMS)

We are still working on a TMS. We are meeting bi-weekly with ADOT, AHCCCS, DPS, and Health Services. There will be a memo from Director Bill Bell regarding travel policy changes. There will be additional information coming out soon. Diane is working on FAQ's on changes to be posted on website.

Questions & concerns from Craig Rudolph's email:

1. 35 - 50 mile change especially in rural areas; will be dealt with on individual basis w/ exception to policy; Congress uses a 50 mile cut-off to determine Legislature subsistence; what determines "away from home", travel status, Congress uses 50 miles from your tax home (in your legislative district and at least 50 miles away); IRS publishes "away from home"

2. *Receipts*: GAO is not requiring receipts and the requirement will be decided by each individual agency. The signed certification statement on the travel form will be modified to be more effective, (that expense claims are valid and not claiming expenses not actually spent). This is an official document and if signed fraudulently, an employee may be disciplined up to and including dismissal. If there is suspicious activity a supervisor should require receipts from the individual and GAO can perform a spot audit. Arizona does not have a per diem and this will be addressed in the FAQ's

-If a position requires travel then it should be incorporated in the job description.

-We are still working on the issue of passports required for outside US travel.

-There will be a payroll stuffer to advertise FAQ's regarding travel and point to the GAO website

-It is reasonable to rely on the claim certification, spot audit, random checking for valid expenses.

3. *Mandatory lodging charges*: We are seeing establishments that charge for specific items such as parking garage or resort fees. These fees may be generated from the resort or they could be government imposed such as "environmental fees" for laundry. We need to monitor this and possibly establish a list of places that have these charges. Travelers need to use logical judgment in spending State money. Eventually we may contact establishments and negotiate waiving the fees unless it is within the allowable State rate.

4. *Other items*:

-The travel tips newsletter will possibly be resurrected on a quarterly basis.

-Mileage reimbursement will not change until we know what the Feds are doing. If the State mileage rates are increased, your agency will not get more money in their budget for increase in mileage rates.

-HRIS input and training for travel reimbursements is being developed by Diane Gorham. The system entry is complete and not much different, there are less keystrokes and the policy training will be separate. Current HRIS users will not need training. Two hours is ample time to complete training for each segment, payroll entry and travel coordinator applications.

-Non employee travel is not eligible unless they are a contractor and must be specified in contract at the contractor rate; reported through AFIS.

-1/1/08 all travel that is submitted for reimbursement is subject to new policy guidelines regardless of when it was incurred; it is suggested to submit expenses monthly – never should the expense become a Relief Bill item.

-Paystub detail: Individuals paycheck will have two lines, one taxable and non taxable; HR writer access will show expense detail.

P Card and travel card

There currently is no update, no contract, and we are still working on the finalization.

Travel Policy

Possibly will be publicized the 2nd week of December.

Payroll Benchmarking

The Payroll Benchmarking project has been completed. NASACT is compiling the results.

Upcoming Audio Conferences

The Anatomy of a Fraud, 12/12/07

Internal Controls, 2/6/08

Environment Fraud 3/5/08

GASAB/FASAB 3/26/08

Ethics (generic) 5/7/08

Payroll Calendar Year-end Meeting

The Payroll Calendar Year-end Meeting is scheduled for 11/28/07 at 9:30 a.m. and 1:30 p.m.

Payroll stuffers**Issues, Concerns, Questions****Future Agenda Items**

Emphasis on Electronic Payments (Direct Deposit & ACH)

Internal Controls

Payroll Card and Direct Deposit

If you have any questions or concerns, please contact the GAO.

NO DECEMBER MEETING

Meeting adjourned at 3:50 p.m.

The next meeting is scheduled for Tuesday, January 22, 2007 at 2:00 p.m. in the General Accounting Office.