



JULY/AUGUST 2019

DRIVING ON UNIVERSITY BUSINESS

For insurance purposes, individuals who drive university-owned, rented or leased vehicles for CMU business purposes must have their driving record checked annually. Risk Management requests driving records from the state and relays the results to the requesting department. To request a driving record check, e-mail the full name, driver license number and the individual's status with the university (faculty, staff, student employee, student, etc.) to Sarah Kelsey for handling. To view additional information regarding university vehicle use, see the [Risk Management](#) website.

AIR TRAVEL AND OTHER PERSONAL TRIP INSURANCE

It is CMU policy to reimburse employees for necessary and reasonable expenses in transacting the business of the university. However, there are specific types of expenses which are considered to be of a truly personal nature and are non-allowable. Air travel and other personal trip insurance is a non-allowable expense. When purchasing airfare always carefully review the itemized list of fees and taxes to confirm insurance is not included before completing the transaction.

CMU BUSINESS CREDIT CARD MONTH-END DEADLINE

If you have missed the CMU Business Credit Card deadline for updating transactions in ActivePay in the past, the full schedule is posted on the Treasury and Investment website. Please refer to this [schedule](#) for updating transactions each month.

Reminder – August ActivePay Deadline is Friday, August 30, 2019 at 5 PM

Statistics for June (05/25/19 to 06/24/19)

Total Spend	\$1,015,202.88
Total Number of Transactions	5,049
Average Charge	\$201.07
Open Credit Cards	1,177
Cards with Activity	687

Statistics for July (06/25/19 to 07/24/19)

Total Spend	\$811,295.88
Total Number of Transactions	4,100
Average Charge	\$197.88
Open Credit Cards	1,173
Cards with Activity	607

Thanks,
Payroll and Travel Services