From: Jo-Ann Daniels
Subject: SBF December 2021 Monthly Accounting Reports and AvidXchange training dates
Date: Monday, January 10, 2022 4:50:36 PM

The December 2021 monthly accounting reports are available in SBU Reporting and in the ERAS system.

For more information on SBU Reporting for Finance and how to get access, please click the link: http://it.stonybrook.edu/services/sbu-reporting.

AvidXchange open training sessions

Starting February 1, 2022, all non-employee payment Requisitions will be required to be submitted via the AvidXchange platform. If you haven't already done so, please plan to attend one of the below training sessions. To register, please email Tim Murphy at timothy.murphy@stonybrookfoundation.org with the date that works for you.

• Tuesday 1/18 – 10:30 to 11:30 AM

• Thursday 1/20 – 2:00 to 3:00 PM

• Tuesday 1/25 – 10:30 to 11:30 AM

• Wednesday 1/26 – 2:30 to 3:30 PM

• Thursday 1/27 – 2:00 to 3:00 PM

Additional information

In accordance with IRS, the standard business mileage rate beginning January 1, 2022 is 58.5 cents per mile for travel, up 2.5 cents from the 2021 rate. The rate is based on the costs of operating a vehicle such as maintenance and repairs, tires, gasoline, oil, insurance, license and registration fees and depreciation.

Please submit the Travel Voucher and Statement of Automobile Travel when requesting reimbursement for business miles supported by a web map provider such as MapQuest or Google Maps. The form can be found on the SBF's website following this link: https://www.stonybrook.edu/commcms/foundation/resources/index.php.

If you have any questions, please contact us.

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