

# Finance Focus

September/October 2024

The bi-monthly newsletter of the Finance offices of Budget, Business Services, Controller, and Payroll.

## Need to reach us?

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Offices located at  
404 N. El Paso  
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## Compass Requisition Requirements

The following are required for all requisitions issued to Compass for interdepartmental catering.

1. Name of event or meal
2. Date of event
3. Invoice number (if available)
4. Account code 703997

Procurement and Travel annual training acknowledgment is available now and due October 31 for all faculty and staff.

## Updated GSA Meal and Lodging Rates Available

The GSA meal and lodging rates for travel after October 1, 2024 are now available. See the updated rates and instructions here. Select FY 2025 for all travel after October 1, 2024.

### Per diem rates

#### **i** FY 2025 per diem rates now available

Please note! The FY 2025 rates are NOT the default rates until October 1, 2024.

You must follow these instructions to view the FY 2025 rates. Select FY 2025 from the drop-down box above the "Search By City, State, or ZIP Code" or "Search by State" map. Otherwise, the search box returns current FY 2024 rates.

GSA establishes the rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the continental United States (CONUS). A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas (NSAs). Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

#### Search by city, state, or ZIP code

Required fields are marked with an asterisk (\*).

For Fiscal Year: \*

2025

## New Contract Cover Sheet Available

A new contract cover sheet is available and is required for all contracts and agreements to move forward in the review process by Legal Counsel and Business Services. Please see the links below for this new cover sheet and process flowchart.

[Click here for the updated contract/agreement cover sheet.](#)  
[Click here for the review process flow chart.](#)



## Join Us in Welcoming Mr. Paul Edwards

Administration and finance offices are pleased to welcome Mr. Paul Edwards as he begins to serve as vice president for administration and finance on October 1, 2024. We look forward to working with Mr. Edwards and wish him much success at ATU! Edwards Named VP for Admin and Finance at ATU