



Tuesday, June 29, 2004

Accounts Payable fax number, form changing

The **Accounts Payable** fax number is changing and the department is introducing a new travel expense summary.

Effective July 1, the Accounts Payable fax number will be changed to (248) 370-2554. The change was made in order to make the fax line a part of the university's phone system. This means on-campus dialers need only dial the last four digits (2554) to send faxes.

Accounts Payable also is introducing a new **Travel Expense Summary** that can be completed online using Excel. University travelers still are required to print the form for approval and submission to Accounts Payable. However, many items are automated with the new form including daily and weekly totals, daily meal maximums, and mileage calculations.

The College of Arts and Sciences has been piloting the new form for two months with favorable reviews. For more information, access the "**What's New**" page on the **Accounts Payable** Web site.

SUMMARY

The Accounts Payable fax number is changing to to (248) 370-2554, effective July 1, and the department is introducing a new travel expense summary that can be completed online using Excel.

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