ENTERPRISE RENT-A-CAR

You can now reserve vehicles online using the Enterprise online booking tool. This provides the convenience of booking online and charging the rental to your speedcode. The new site link is at http://www.uwo.ca/finance/travel/locveh.html. Please note that speedcodes cannot be used for rentals that are arranged at an Enterprise outlet outside of the South-Western Ontario area (Milton to Windsor). Although reservations can be made through the website for any Enterprise outlet, our agreement with Enterprise for the use of a speedcode is for outlets in the South-Western Ontario region only. Rentals from Enterprise outlets outside of the South-Western Ontario area must be paid for using a purchase order, personal credit card, or the corporate AMEX card. Rates for rentals through outlets outside of the South-Western Ontario region have been negotiated through CAUBO, and reservations can also be made through Budget Rent A Car. More information can be found at http://www.caubo.ca/pr/agreements_car_rates_e.cfm. Any questions can be directed to Dave Dessureault at X88117 or ddessur@uwo.ca.

Carlson Wagonlit Ruse is pleased and excited to announce that effective June 1, 2008, they will have a new look and a new name. Introducing “Travel by Design Ruse Travel”, partners with the Advantage Travel Consortium. Carlson Wagonlit Ruse Travel, its owners, staff, location, and all contact numbers will remain the same.

TRAVEL UPDATE - CARLSON WAGONLIT & TRAVEL BY DESIGN RUSE TRAVEL

Please note that effective immediately only airfare and VIA rail tickets can be purchased using a speedcode through either Carlson Wagonlit or Travel By Design Ruse Travel. All other types of purchases must use the corporate AMEX card, personal credit card or purchase order. RobertQ, Aboutown, Checker Limousine, Auto Europe, Rail Europe, or any types of additional insurances are not charges that can be processed on your speedcode. As a reminder, please also note that hotels and rental cars cannot be reserved using your speedcode through either Carlson office. Any questions can be directed to Dave Dessureault at X88117 or ddessur@uwo.ca.
ON-LINE TRAVEL TIPS

When submitting on-line expenses you should print a hard copy of your claim by using the ‘Printable View’ option on your screen. This shows the expense report number for your future reference. Receipts should be attached to the expense report. All completed claims should be forwarded directly to your reviewer for the approvals first before sending over to Financial Services. We have been receiving envelopes of receipts with no reference to the expense claim number that they belong to.

VISA REMINDERS

The corporate Visa card can be used to purchase many items that are currently being processed on purchase orders. The Visa card is an efficient and effective way to purchase low dollar items and can save you time and money. A list of approved purchases was sent out to cardholders and reconcilers in May. Please think about using your corporate Visa card the next time you make a purchase. If you have any questions or require clarification on what is considered an “approved purchase” please contact Dave Dessureault at X88117 or ddessur@uwo.ca.

CT VENDORS

Please note that any vendor found in PeopleSoft with a “CT” on the end is only to be used by Clinical Trials at Robarts. Do not choose these vendor numbers for your purchase orders as they are not to be used by anyone other than specific individuals at Robarts. If you are having difficulties finding the correct vendor then please contact the appropriate buyer in Purchasing.

CONTRACTED VENDOR UPDATES

Effective May 1, 2008, there are six new vendors that you can pay using your corporate Visa card. Burke Flowers, Posno Flowers, Gammage Flowers, The People Bank, Kelly Services and Derby Staffing are now accepting payments by Visa. While you can still use your speed code, you now have the option of paying with your Visa. Choosing to use your corporate card is a great convenience as it offers immediate payment to the vendor and cuts down on administrative work. Remember, you can also use your Visa card to pay for purchases at Canadian Tire.

WESTERN OFFICE SUPPLIES

If you have not provided WOS with your email address to receive your monthly statement by email, please do so soon. Please provide your speedcode along with your email address so that you may receive your statement electronically.

INTERNAL PAYMENTS

Purchase orders are not to be used for payments to internal departments. Vendors will not be set up for internal departments. Most payments within the university can be made by journal entry. If you are unsure how to pay your invoice, please contact Purchasing or Accounts Receivable.

PERKINELMER – FREIGHT CHARGE INCREASE

Transportation, carrier charges, and fuel increases have made it necessary for PerkinElmer to make changes to their freight charges. Effective June 1st, 2008, all shipments of reagents and radioactive material will have a $30 handling charge.
Financial Services is Moving …

**Effective Date: August 18, 2008**

Financial Services will be located at:
Suite 6100
Support Services Building
1393 Western Road
N6G 1G9

Web: [www.uwo.ca/finance/](http://www.uwo.ca/finance/)

[Click here for larger map](#)

*We look forward to meeting and serving customers in our new offices and meeting rooms!*

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**Fifth Annual H. Lorne Hathaway Memorial Mini Golf Tournament**

**Where:**
Western Office Supplies,
Services Building Room 18

**When:**
Thursday, July 17th, 2008

**Cost:**
$2 - All proceeds will go to charity
Bring extra loonies for surprises on the course.

Great HP prizes to be won.

This 9-hole course is open from **10am till 2pm** with no advanced tee times. You are welcome to show up at anytime - if you have to wait to tee off there will be complimentary munchies and beverages for $0.50 on the 10th hole. All monies raised from the tournament will go towards gifts for disadvantaged families at Christmas. The course will take approximately **15 minutes** to play, and winners will be notified by Friday July 18th, 2008. We look forward to seeing you!