

Accounts Payable

Business Process Forum

August 2024



Oregon State
University



Agenda

Presenters

- Alex Sims: Director Vendor Payment Strategies
- Renee Lyon: Travel & Expense Manager

Topics

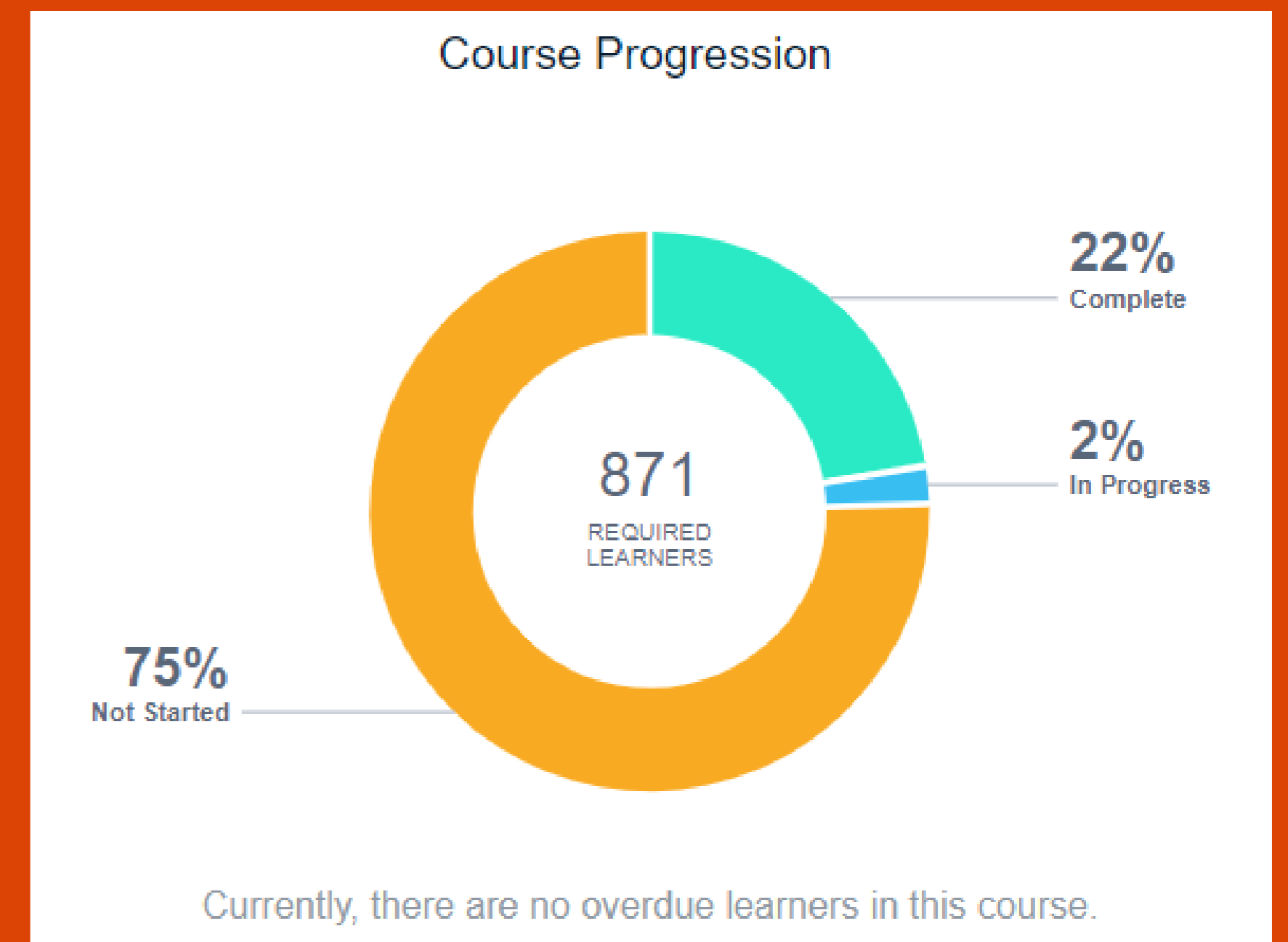
- Bridge Concur Budget Authority Training
- New Southwest Airlines Contract
- Change in Wire Transfer Process



- Administered in Bridge
- ~1,600 Unique Employees needing to complete training
- Can manually enroll support staff or delegates
- Enrolling employees in waves every two weeks

Principles

- 1** Funding source used is appropriate.
- 2** Purchases are related to valid OSU business.
- 3** Purchases are reasonable and appropriate.
- 4** Purchases align with applicable policy.



Why use OSU's Contract?

- 1.OSU contracted rates
- 2.Duty of Care for OSU Travelers
- 3.Unused Funds Management
- 4.No out-of-pocket Expense for Travelers



Why use OSU's Contract?

Southwest® fare benefits

Fare benefits	Business Select®	Anytime	Wanna Get Away <i>plus</i> ®	Wanna Get Away®
Rapid Rewards® earning formula	12x fare	10x fare	8x fare	6x fare
Two bags fly free ^{®1}	✓	✓	✓	✓
No fees to change ² or cancel ³	✓	✓	✓	✓
Flight credit if you cancel ⁴	✓	✓	✓	✓
Transferable Flight Credit™ for Rapid Rewards members ⁵	✓	✓	✓	N/A
Same-day confirmed change ⁶	✓	✓	✓	Fare difference may apply
Same-day standby list ⁶	✓	✓	✓	Fare difference may apply
Refundable ⁷	✓	✓	N/A	N/A
Priority and Express Lanes ⁸	✓	✓	N/A	N/A
Automatic check-in ⁹	A1-A15 Priority boarding	EarlyBird® included	\$	\$
Premium Drink (on flights 176 miles or more) ¹⁰	✓	\$	\$	\$

- **Wanna Get Away:**
 - Non-Refundable, Non-Transferrable
 - Most Cost Efficient
 - Same Day Standby
- **Wanna Get Away Plus:**
 - Transferrable
 - Same Day Confirmed Change
- **Anytime:**
 - Fully Refundable (if cancelled 10 min before departure)
 - EarlyBird Check in Included
 - OSU Discounted Rates
- **Business Select:**
 - A1-15 Boarding
 - Free Wifi



Southwest Airlines Weekday Non-Stop Service

Eugene (EUG):

- LAS (1/Day)
- OAK (1/Day)
- SJC (Intermittent 1/ Day)
- SMF (1/ day)

Portland (PDX):

- DAL (1/Day)
- DEN (5-6/ Day)
- LAS (3-4/ Day)
- MDW (1-3/ Day)
- OAK (4-5/ Day)
- PHX (3-4/ Day)
- SJC (3-5/ Day)
- SMF (3-4/ Day)



New Booking Portal Coming Soon

Oregon State Traveler,

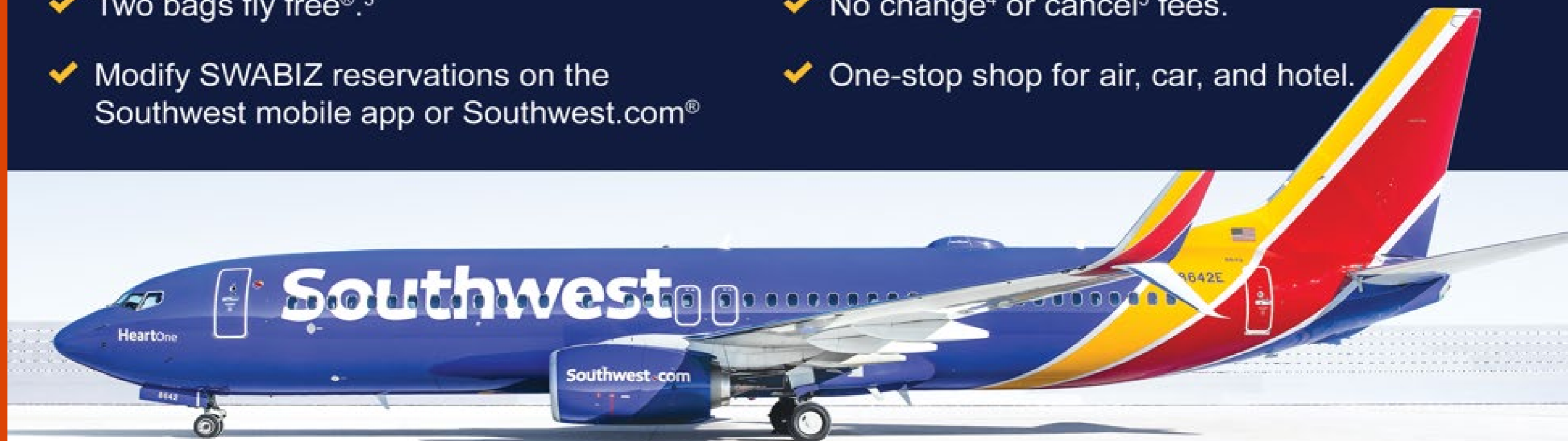
Get on board with SWABIZ®.

Take advantage of Oregon State University's partnership with Southwest® Business by booking through SWABIZ. Make sure you include your personal Rapid Rewards® number¹ when filling out your personal information to earn points on qualifying flights².

[Book now](#)

Why fly Southwest?

- ✓ Two bags fly free³.
- ✓ No change⁴ or cancel⁵ fees.
- ✓ Modify SWABIZ reservations on the Southwest mobile app or Southwest.com®
- ✓ One-stop shop for air, car, and hotel.



¹All Rapid Rewards® rules and regulations apply and can be found at [Southwest.com/rrterms](https://www.southwest.com/rrterms). ²Qualifying flights include flights booked and flown through Southwest® and flights paid entirely with dollars, Southwest LUV Vouchers®, gift cards or flight credits, and with no portion of the purchase price paid for with Rapid Rewards points or Rapid Rewards Business points. ³Weight and size limits apply. ⁴Fare difference may apply. ⁵Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Southwest
Business



Wire Transfer Process Change

MANTRA: Wire Transfer is just another form of payment and shouldn't impact the customer experience

Key Changes

- Decommission wire transfer request form.
- Vendors will self select wire as a form of payment during vendor registration.
 - Wire, ACH, Check
- Standard Invoices and Payment Requests initiate paying vendors.
- Tax review and correspondence tracked within existing systems IE: BennyBuy.
- Increased visibility and tracking on invoices that need to be paid by Wire.

What can you do now?

- Stop using wire transfer request form, route invoices through standard Accounts Payable process.

What to expect in the future?

- Additional messaging around decommission of the wire transfer request form.
- International Vendors will be required to register in OSU's vendor portal.
- Process maps & web resources around how invoice process is impacted by payment type.



Feedback & Questions?

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