



Joshua Johnson &lt;joshua.johnson2019@doane.edu&gt;

---

## Doane Finance & Administration Updates - November 2020

1 message

---

Office of Finance & Administration <financialaffairsoffice@doane.edu>  
Bcc: alldoaneemployees@doane.edu

Fri, Nov 20, 2020 at 9:00 AM



---

# Finance & Administration News & Updates

---

The Office of Finance and Administration would like to inform Doane of the following updates.

### **Fleet Update: New Age Limit for Student Drivers**

As a result of ongoing changes in the insurance market, Doane has decided to adjust its Fleet Policy to reflect current best practices. As such, student drivers must be age 20 or older in order to receive a driver's certification from the University.

For further information regarding Doane's Fleet Policies, please see [here](#).

### **New Travel Reimbursement Form Update**

Please note that as a result of Doane's Budget Prioritization Process, the rate at which mileage is reimbursed has been reduced from 42 cents per mile to 30 cents per mile ([Budget Prioritization Recommendations, Section 5, sub-section 5.2, P-1.](#)).

As such, a new expense reimbursement form has been developed and will need to be used for all travel on or after 11/09/20. This form can be found [here](#).

## Retirement Plan Match Update

Also as a result of the Budget Prioritization Process, Doane will adjust how it does retirement contribution matching. Participants contributing between 3-5%, receive a match, plus 1% matching contribution from the university. The maximum Doane match is 6% for an employee contribution of 5%.

**Effective January 1, 2021**, the new formula will be a 1-for-1 match to a maximum of 6%, once the employee contributes at least 3%. Employees who contribute 6% will receive a 6% matching contribution from the university.

Please don't leave any match on the table! Increase your employee contribution today by going to [MassMutual : RetireSmart](#). The [Account Access Guide](#) will help you navigate your registration. **Changes to contributions must be done by January 20, in order to reflect on the January 29 payroll.**

### Doane University — Office of Finance & Administration

Julie Schmidt, CPA, Vice President of Finance & Administration

Joshua Johnson, Executive Assistant for Financial Affairs & Human Resources

<https://www.doane.edu/offices/finance-administration>

[www.InTouchWebsite.com/TellDoane](http://www.InTouchWebsite.com/TellDoane)



[Crete](#) | [Grand Island](#) | [Lincoln](#) | [Omaha](#) | [Online](#)



Doane University · [1014 Boswell Ave](#) · [Crete, NE 68333-2426](#) · USA

[Terms of Use](#) [Privacy Policy](#)

© Doane University 2019, all rights reserved.

--  
**Julie Schmidt, CPA**  
**Vice President of Finance and Administration**

11/20/2020

Doane University Mail - Doane Finance & Administration Updates - November 2020

**Doane University** 1014 Boswell Ave., Crete, NE 68333

Office 402-826-6777