Happy New Year
Happy 2018! Welcome back.
Something exciting happening in your Department or Center? Please share your news with us.
Send us your information and we’ll include it in our next newsletter. Contact vmn1@psu.edu.

Announcements

Congrats!
Amy McKee has accepted a new position with the College of Engineering, effective January 2nd, 2018. We wish her the best of luck!

Job Posting
The Finance Office is in search of a Financial Assistant 4. If you know any qualified candidates who would be interested in applying, please direct them to the EJMS system, Job #76113. View the job at:
https://psu.jobs/

Personal Mileage Rate
Starting January 1st, the personal mileage reimbursement rate will increase to 54.5 cents
https://ers.psu.edu/alert/2017-12-14-2018-standard-mileage-rate-545-cents

Amazon Shipping Change
Amazon recently announced that it will no longer offer free two-day shipping on orders over $49 on Amazon Business accounts. This change will take effect on January 22, 2018. Free standard shipping (5-8 business days) will still be available on eligible orders over $25. Please make sure you are comparing prices to eBuy, including any potential shipping charges.

Temporary Finance Office Changes
Due to our recent staffing changes the Finance Office will be temporarily changing some of the roles:

- **BCDE Errors**—Alicia Fetzer, 7-1580, uxk4
- **Direct Bills**—Vikki Nocek, 5-7516, vmn1
- **ROCRs**—Nicky Rigg, 5-4429, nrr2
- **Gift Cards**—Rachel McDonough, 3-2328, rnb13
- **Pcard autoposts**—Nicky Rigg, 5-4429, nrr2

Any forms that require Finance Office approval signatures (CAJ, TAF, Risk Management, etc), please continue to send via campus mail to the Finance Office, 340 HHD Building.

CRFN

PLEASE REVIEW YOUR CRFN SCREENS! We have a large amount of outstanding charges that must be resolved. Please review CRFN as soon as possible. IMPORTANT

Airfare
If you are charging airfare to a GRANT and the purchase was not made from Concur, a priced flight comparison through Concur must be completed. The comparison must be completed the same day the airfare is booked. Also just a reminder…personal information can be entered into a traveler’s profile in Concur. A traveler may want to enter their personal credit card, frequent flyer numbers or passport information.

ERS Training
ERS will be offering a new user training class on January 18th. This would be great for new users or as a refresher! Sign up at https://ers.psu.edu/new-user-training-options.

There are “How To Videos” at https://ers.psu.edu/how-videos. Users can watch videos that will step through the processes for creating and expense report. Videos available are: “Complete the Report Header, Add Per Diem, Import PCARD transactions, Add Cash Expenses, Add a Group Meal, and Allocating Expenses. Check out these helpful Videos!

**Brain Teasers**

1. What can travel around the world while staying in a corner?
2. What gets wetter and wetter the more it dries?
3. What word in the English language is always spelled incorrectly?
4. A man pushes his car to a hotel and tells the owner he’s bankrupt. Why?

*Answers on the back*
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**Brain Teaser Answers:**
1) STAMP
2) TOWEL
3) INCORRECTLY
4) HE’S PLAYING MONOPOLY