**Review of Taxable International Airfare**

International travel frequently consists of both business and personal components. According to the IRS, there is a taxability issue if BOTH of the following conditions are met:

1) The trip is longer than one week not counting the day the traveler departs.
2) At least 25% of the trip is personal.

The employee will be taxed on the airfare under IRS regulations. See link: [https://policy.psu.edu/policies/tr02](https://policy.psu.edu/policies/tr02)

**Retention Policy**

Time for some late spring cleaning! Due to the completion of the DCAA audit, please review the recent changes to the retention policy: [https://policy.psu.edu/financial-record-retention-schedule](https://policy.psu.edu/financial-record-retention-schedule)

**Concur Mobile App for ERS**

Did you know Concur has a mobile app? Travelers can use SAP Concur on their smartphone to assist with all of their travel needs. The app can be used to book a flight, check a flight itinerary, book a rental car, book a hotel and even get travel directions. Travelers can enter out-of-pocket expenses in real time, take pictures of their receipts and send them directly to Concur, check the status of their expense report. If you are an approver, the app can also be used to approve expense reports. To download this app, see the attached step-by-step instructions or go to: [https://ers.psu.edu/mobile-apps-ers](https://ers.psu.edu/mobile-apps-ers)

**TIME CARD**

Friday, Nov 23rd is a Campus Closure (BLACK FRIDAY). Make sure to enter “Campus View your accrued vacation and sick time... See your accrued vacation and sick balances by month. Go to: [https://ers.psu.edu/mobile](https://ers.psu.edu/mobile)