Spring is Here!
Send us your information when something exciting is going on in your area. We’ll include it in our next newsletter. Email Vikki at vmn1.

NEW FINANCE WEBSITE
We are very excited to announce that we have launched our new Finance Office Website; outdated information has been eliminated. Check it out and please let us know what you think! https://hhd.psu.edu/faculty-staff/finance-and-accounting/finance-and-accounting-office-resources-you-need-succeed

ERS MEALS ON FIRST/LAST DAY OF TRAVEL
The Office of Government-wide Policy (OGP) confirmed when the M&IE is reduced to 75%, the full cost of a provided meal is deducted and the meal itself is not reduced at the 75% rate. For example, the M&IE rate for Chicago is $76.00. First day of travel would be $57.00 If breakfast was provided ($18.00), the new calculated M&IE for the first day of travel would be $39.00.

PCARD SPENDING LIMITS
Purchasing card holders have an Individual Transaction Limit and a Daily Limit. If a purchase exceeds an individual limit, simply email David Koelle at dkk115 and request a “Temporary Increase.” Once approved, you may now proceed with your purchase. Transaction may not be “SPLIT” into multiple transactions or use several purchasing cards within a department.

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