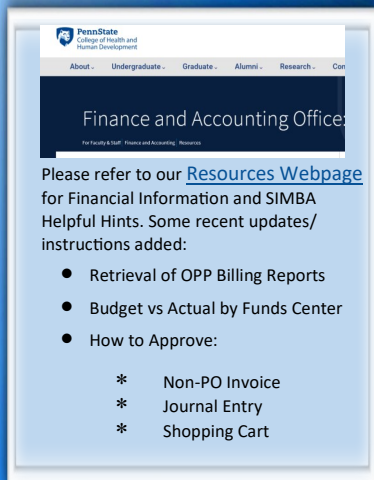


### Finance Website



**Pcard Training, recommended for all users!**

### SIMBA/SAP Concur Classes:

#### Goods & Services

#23005, Wednesday, 9/22/2021,  
10:00 AM to 12:00 PM

#### Travel Expense

#23004, Wednesday, 9/15/2021,  
10:00 AM to 12:00 PM

#### PCard Policy & Procedure Training

Thurs, Sept 9th, 9:00-10:30am

Tues, Nov 9th, 1:30-3:00pm

Click [Here](#) to register through LRN

Or

[Corporate Controller's Website](#)

### BOBJ Open Office Hours:

Wed, Sept 15th, 1:30-2:30pm

All sessions will be hosted via [Zoom](#)

If you have someone who is new to SIMBA BOBJ or Webi reports (or if you need a refresher) it will be incredibly helpful to watch the [Webi](#)

### GROUP MEALS/MEETING EXPENSES GLs

With the robust return to campus, we wanted to provide clarification on group meals/meeting expenses. Group meals/Meeting Expenses are now categorized as Event & Meeting Expenses, which are broken down into five primary categories:

1) Primarily Guest/Donor/Candidate/Board; 2) Primarily Students; 3) Employee Only; 4) Faculty/Academic; 5) University Community

Within these categories, there may be more specific GLs for admission tickets, entertainment and alcohol that may be applicable to your expense (notated with an asterisk \*). Please see the [SIMBA General Ledger Accounts and Payment Decision Matrix](#) for additional guidance.

#### GL 52390100 EV-Guest Donor etc. AFA. **Allowable.**

Costs related to events hosted by the University where the primary audience is guest, donors, alumni, candidates for position, or other outside individuals. See Policy FN10. Allowable Facility & Administrative (F&A) rates. Used for food, drink, and facility costs for these events if the expense is allowable for federal purposes.

#### GL 52390101 EV-Guest Donor etc. UFA Event. **Unallowable.** \*

Costs Event Expense Primarily Guest/Donor/Candidate/Board-Unallowable. Used for food, drink and facility costs for guest, donors, candidates, student athlete recruitment, and Board of Trustees events. These costs are unallowable on federal awards and also must be coded on general funds to assure these costs are excluded from F&A rates which are charged to the federal government.

#### GL 52390201 EV-Primarily **Students Event** Expense for Students. **Unallowable** F&A. \*

Food drink, and facility costs for student events. These costs are unallowable on federal awards and also must be coded on general funds to assure these costs are excluded from F&A rates which are charged to the federal government.

#### GL 52390301 EV-**Employee Only.** Event Costs Employee Only Direct Bill Default **Unallowable** F&A. \*

When two (2) or more people have a meal which replaces breakfast, lunch or dinner during the conduct of University business. Includes "wholesale" purchases of meals to be provided to attendees as part of a conference. These costs are unallowable on federal awards and also must be coded on general funds to assure these costs are excluded from F&A rates which are charged to the federal government.

#### GL 52390401 EV-**Faculty/Academic Only.** Event Costs-Faculty/Academic Only **Unallowable** F&A. \*

Food, drink and facility costs for faculty and academic events. These costs are unallowable on federal awards and also must be coded on general funds to assure these costs are excluded from F&A rates which are charged to the federal government.

#### GL 52390600 EV-University **Community** AFA. Event Costs University Community **Allowable** F&A. \*

PO must be used for large events expected to cost \$10,000 or more.

#### GL 52390601 EV-Univ **Community** UFA. Event Costs University Community **Unallowable** F&A. \*

PO must be used for large events expected to cost \$10,000 or more.

SEPTEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 B05 Wage Deadline	2	3	4
5	6 Labor Day Holiday	7	8 Final Day to Process Documents through Workflow (4:30 PM EST) to post for M02  HHD Monthly Admin Team Zoom Call 1-2:30	9	10  B05 Wage Payday	11
12	13	14	15 B06 Wage Deadline	16	17 Payroll Deadline at 5:00 pm	18
19	20	21	22	23	24 B06 Wage Payday	25
26	27	28	29 B07 Wage Deadline	30 M03 Monthly Payday		31