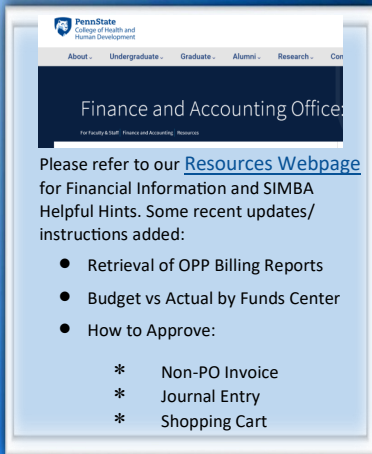


Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

Session 26233, Wednesday 4/19/23
10:00 AM

Goods & Services

Session 26235, Thursday 4/27/23
1:00 PM

PCard Policy & Procedure Training

April 6, 2023; 8:30 - 10:00

Registration: [Link](#)

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

Upcoming Sessions:

BOBJ every second (2nd) Tuesday
9:00-10:00 am

Open Reporting Hours every fourth
(4th) Thursday 9:00-10:00 am

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 101 Session](#).

BUDGET CLEAN UP

In preparation for Quarterly Budget Reviews:

- Please review and update the LD Plans for your area. There should not be any distributions to the HHD Salary Clearing Account.
- Check your Temp Sal account to see if there are distributions that can be redistributed to a new account.
- Review the Clearing Account for your area. JE expenses to new accounts when possible.

HHD MILEAGE OVERAGE POLICY

Recently we have had questions regarding mileage overage and several issues with mileage being claimed in excess over the SAP Mileage Calculator. Due to the recent questions/issues, we are implementing the following:

- Mileage can be reimbursed up to 10% over the SAP Mileage Calculator.
 - ◊ If claiming over 10%, we will need justification for overage and Google Maps if alternative route taken.
- If using Google Maps due to alternate route, mileage can be reimbursed up to 10% over Google Maps.
 - ◊ If claiming over 10%, we will need justification and this will be handled on a case-by-case basis.

PERSONAL FUNDS SHOULD NOT BE USED

A reminder that business purchases should not be made using personal funds. The only exceptions are; memberships, conference registration, group meals or to pay for travel expenses. These purchases can be made with personal funds and reimbursed to the employee. If a purchase, other than the types listed above, is made with personal funds, a one time exception for reimbursement must be approved by Nicky Rigg and her approval uploaded for payment. Don't risk not being reimbursed for the expense.

SAP CONUR NEW USER INTERFACE

The following SAP Concur training sessions are available in the Learning Resources Network:

Travel Expense — [Click here to register for Travel New user interface sessions in LRN](#)

Goods & Services — [Click here to register for Goods & Services New user interface sessions in LRN](#)

Pcard Requests — [Click here to register for Pcard request New user interface training session in LRN](#)