**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 CONCUR 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](#)