Finance NEWS

PennState
College of Health and Human Development

Finance Website

Please refer to our **Resources Webpage** for Financial Information and SIMBA Helpful Hints. Some recent updates/instructions added:

- Retrieval of OPP Billing Reports
- Budget vs Actual by Funds Center
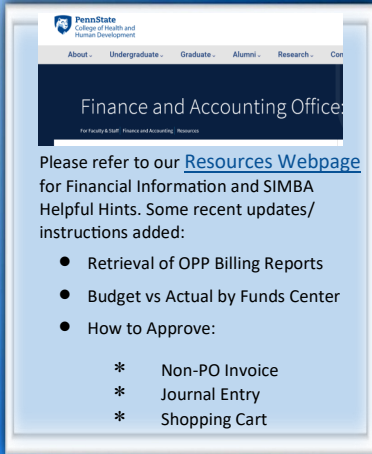- How to Approve:

    * Non-PO Invoice
    * Journal Entry
    * Shopping Cart

SIMBA/SAP Concur Classes:

Travel Expense

Session 28744,Wednesday 7/17/24
10:00 AM
Session 28745,Wednesday 8/14/24
10:00 AM

Goods & Services

Session 28746, Thursday 7/25/24
1:00 PM
Session 28747, Thursday 8/29/24
1:00 PM

Approver Sessions

Session 28669, Thursday 7/25/24
10:00 AM to 12:00 PM
Session 28757, Thursday 9/12/24
10:00 AM to 12:00 PM

Request Pcard Maintenance

BOBJ Open Office Hours

2024 Reporting Office Hours:

BOBJ - 2nd Tuesday of each month, 9:00-10:00 am

Open Reporting Hours- 4th Thursday of each month, 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.

FINANCE OFFICE MAIN LINE

Due to the transition from Cisco to Microsoft Teams Phone, the Finance Office will no longer be using (814) 865-5716 as the main office line. Please refer to the Finance Office Contact List located in the HHD Training Materials folder for your departments assigned Finance Office Approver and first point of contact.

FLIGHT COMPARISONS

A flight comparison is always needed and is to be obtained at the same time that the travel reservation is booked if:

- A traveler is combining business and personal travel.

- Traveling from airport not closest to your business location, and the change in location results in incurring and claiming additional travel costs to reach that airport (ex: mileage, taxi, rental car), comparison costs for flying from a closer airport are needed.

- Any flight is over $1,000 and is not booked through Anthony Travel or SAP.

- Any flight is charged to federal funds and is not booked through Anthony Travel or SAP.

- Driving and round-trip mileage is 750 miles or more.

The traveler must provide comparable price quotes from either Travel OnLion or Anthony Travel to document the difference in cost. This comparison is necessary to ensure University expenditures comply with federal travel regulations. The documentation must accompany the request for travel settlement.

<u>Please note</u>: As airfare prices are decreasing, comparisons not obtained at the same time that the traveler reservation is book has resulted in reimbursement reductions due to comparison being less, at times significantly less, than actual airfare. Please share with faculty in your area and make sure everyone is aware.

Moving forward an explanation must be provided on why a comparison was not obtained at the same time the travel reservation was booked.

AFTER THE FACT COMPARISONS

After the fact comparisons should be few and far between, but if needed you can determine future dates for SAP airfare comparison or business only portion by using the Airfare Comparison Calculator.

Completing flight comparison for business portion only, example below:

- **Flight Booked Date:** July 1, 2024

- **Conference Dates:** Tuesday, July 16, 2024 – Thursday, July 18, 2024

- **Actual Flight Dates (including personal):** Monday, July 15, 2024 – Thursday, July 25, 2024

- **Comparison Dates (business only):** Monday, July 15, 2024 – Friday, July 19, 2024

    - *Please note: When running a comparison, the traveler is allowed to claim the travel day prior to conference/business meeting and the day after. For this example - Monday, July 15th and Friday, July 19th.*

	Business Travel Dates			Comparison Dates	
Date Booked	Depart	Return		Depart	Return
7/1/2024	7/15/2024	7/19/2024	8/1/2024	8/12/2024	8/16/2024
	Monday	Friday		Monday	Friday

⇒ Start by entering the date the flight was booked - 7/1/24

⇒ Enter the business only travel dates - Depart 7/15/24; Return 7/19/24

⇒ Enter the date comparison was done - 8/1/24

⇒ Use dates calculated when obtaining flight comparison - Depart 8/12/24; Return 8/16/24