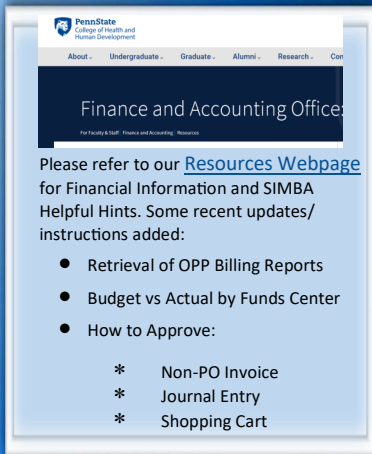


## Finance Website



### SIMBA/SAP Concur Classes:

#### Travel Expense

Session 25592, Wednesday 11/9/22  
10:00 AM

#### Goods & Services

Session 25593, Thursday 11/10/22  
1:00 PM

#### PCard Policy & Procedure Training

November 3, 2022; 8:30 - 10:00

February 2, 2023; 1:30 - 3:00

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

Registration: [Link](#)

[Request Pcard Maintenance](#)

### BOBJ Open Office Hours

#### Upcoming Sessions:

BOBJ every second Tuesday 9:00-10:00 am starting 1/11/22

Open Reporting Hours every fourth Thursday 9:00-10:00 am starting 1/27/22

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](#).

## ACCEPTED CATERERS

Per [Policy AD26](#) - At University Park, the sale or service of food and/or beverages at any function or program open to the public and/or community by other than authorized University departments such as Housing and Food Services, Penn State Hospitality Services, University Creamery, or by an accepted external food and beverage provider contracting for food and beverage services, is prohibited.

A list of Accepted Caterers can be found [here](#).

- ◆ If you are providing food to participants/focus groups outside of the IRB, it would fall under AD 26 and require a food waiver form as well as the use of an accepted caterer.
- ◆ If you provide food to participants as part of a Food Based IRB/Study, an accepted caterer is not required.
- ◆ For Prepackaged/Shelf Stable snacks - Accepted Caterer preferred.
- ◆ Food purchased, such as pizza, being provided to Research Participants in their home, an accepted caterer is not required.

Additional caterer information:

- ◇ All Panera locations are approved.
- ◇ The Papa John's location on the Accepted Caterer list is – Restaurant #252, located at 1341 S. Atherton Street.

## GL ACCOUNTS

For Publication Fees/Manuscripts - please use GL 52600500/52600501 SVC-Communications & Publications, instead of 52571000/52571001 Fees & Charges.

Payments for Health and Medical Services (for Quest, Litholink, etc.) - please use GL 52600800 SVC-Health & Med, instead of 52609900 Services External - Other.

## 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](#)