November 2, 2021 | 44th Edition

Receipts to Concur KBA
Receipts to Concur directly to Concur as outlined in the November 2, 2021 | 44th Edition

Timeframe for Travel Expense Report Reconciliation
As we move closer to the end of the year, please keep in mind that all travel expenses must be entered into Concur by December 31, 2021. This includes both pre-approved and non-pre-approved travel. Failure to do so may result in punitive charges and fee adjustments.

Office Hours, Instructor-Led Training sessions, and Hot Topics.
Click to access the Event Calendar.

POETAF Validation in Oracle Procurement
POETAF Validation is required for all travel reimbursements to Concur. If you do not include POETAF validation in your POs, the requisition will be rejected. For instructions on how to add POETAF validation to requisitions, visit our POETAF Validation in Oracle Procurement article.

Financial Accounting Program - Application Period Opens Tomorrow!
The Financial Accounting Program is a comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job. If you're interested in the program, open applications are open from November 3rd until November 19th to apply!

Deadline for Submitting Taxable Travel/Move Expense Reports
Due to payroll reporting deadlines, Expense Reports for employee moves, or trips that include taxable payments/reimbursements, must be completed with all required attachments and approved by the Financial Unit Approver by November 8, 2021. Failure to do so will result in punitive charges and fee adjustments.

Closing Tasks in Project Portfolio Management (PPM)
Due to the move process in Concur, please review your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

IUSSO Talent Development - 2021 Fall
Our goal is to deliver timely information that matters to you.