Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the requisitions and invoices on behalf of their financial unit.

Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, and managing general (non-operating) university financial management.

Please note the required prerequisite for registration.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services.

Register for the Oracle Redwood UI Information Session to get a firsthand view of the Oracle Test Non-Production Environment (SSO required to view changes or revisit old favorites, watch our Oracle Redwood Overview eCourse or revisit old favorites).

If the cash advance is unrecovered or not charged, the traveler will be required to reimburse the university for such amounts. It must never be used for personal expenses or to cover other forms of travel expenses.

Travelers must report all travel expenses under IRS regulations to consider such amounts as income to the University Card transactions, out-of-pocket expenses, cash advances (Travel Cash Advances), and prepayments) on a Travel Expense Report within 45 days after the trip.

Note that departments will have to use a specific IPPS Travel chart string for Travel & Entertainment Card:

- Travelers must report all travel expenses under IRS regulations to consider such amounts as income to the University Card transactions, out-of-pocket expenses, cash advances (Travel Cash Advances), and prepayments) on a Travel Expense Report within 45 days after the trip.
- If the cash advance is unrecovered or not charged, the traveler will be required to reimburse the university for such amounts.
- It must never be used for personal expenses or to cover other forms of travel expenses.

Travel Cash Advances:

- The university will not issue a cash advance without a request.
- The university will not issue a cash advance for personal expenses.
- The university will not issue a cash advance for travel expenses that are not documented on a Travel Expense Report.
- The university will not issue a cash advance for travel expenses that are not documented on a Travel Expense Report within 45 days after the trip.

Travelers must report all travel expenses under IRS regulations to consider such amounts as income to the University Card transactions, out-of-pocket expenses, cash advances (Travel Cash Advances), and prepayments) on a Travel Expense Report within 45 days after the trip.

In this week's Fund Management Office hours, the 2022 Monthly Payroll Calendar and the 2022 Monthly Working Payroll Calendar will be discussed. To post changes to the Payroll Schedule, you will need to request permission from the Payroll Manager or a designated pay for their business travel expenses.

Our goal is to deliver timely information that matters to you.