How to Create a Gift Card Request

1. Log in to Concur and navigate to the 'Gifts and Awards' section.
2. Click on the 'Create Gift Card Request' option.
3. Enter the purpose for the gift card, the merchant from whom you wish to purchase the card (Target, Amazon, etc.), and any relevant details such as the amount and date.
4. Submit the request and wait for approval. Gift cards are approved on a case-by-case basis.

Entertainment Card (T&E Card)

- The T&E Card is a pre-paid card used for business travel expenses. It is approved on a case-by-case basis.
- To request an exception, submit a Services & Support ticket with the business purpose, the merchant, and the amount.
- The reimbursement rate for driving an automobile in connection with a move or relocation is 16 cents a mile.
- The 2021 reimbursement rate for the use of a private automobile for University business travel is 56 cents a mile.
- The 2021 reimbursement rate for the use of a private automobile is 26 cents a mile for moves to a workplace outside of the United States.

Employee Recognition Award

- Employee recognition awards are allowable gifts/awards.
- If you have searched for your Financial Unit by text/code and cannot locate it, it may be used to resolve Concur Alerts.
- To resolve Concur Alerts, consult this guide to the Concur alert types.
- The link has been updated to support understanding.
- Users should review their ledgers to ensure their NGN charges are being charged to the correct place. For any further adjustments, users will be advised to submit a ticket.
- Updates to NGN recharges following mass payroll expense correction on Oracle Financials Cloud.
- Transactions will now be a prompt for GL Project Balances & GL + Subledger instead of clicking on every month when running a report over a longer period.
- Changing the name format for PIs to be "Last Name, First Name" so that PIs will now be a prompt for GL Project Balances & GL + Subledger.
- Secure the search against Organization Name to limit the values instead of clicking on every month when running a report over a longer period. The link has been updated.
- Select the Print/Share or Print/Email (below the report name) to print or share the report.
- The new KBA "How to Add Comments and Attachments to Requisitions" is available at PPM. Each Tuesday, important updates related to Budget & Finance, including Oracle Financials Cloud and Procurement, are delivered to your inbox.
- Take a look at our new KBA "How to Add Comments and Attachments to Requisitions".
- The following report enhancements will be implemented in production on February 11th:
  - The 2021 reimbursement rate for the use of a private automobile is 26 cents a mile for moves to a workplace outside of the United States.
  - The 2021 reimbursement rate for the use of a private automobile for University business travel is 56 cents a mile.
  - The 2021 reimbursement rate for the use of a private automobile is 16 cents a mile for moves to a workplace outside of the United States.
  - The 2021 reimbursement rate for the use of a private automobile for University business travel is 26 cents a mile for moves to a workplace outside of the United States.
  - The 2021 reimbursement rate for the use of a private automobile is 16 cents a mile for moves to a workplace outside of the United States.
- The 2021 reimbursement rate for the use of a private automobile is 16 cents a mile for moves to a workplace outside of the United States.
- The 2021 reimbursement rate for the use of a private automobile is 16 cents a mile for moves to a workplace outside of the United States.