Budget & Finance Weekly Digest

Click here to subscribe to our mailing list.

Dear [Name],

Thank you for your interest in our services. To ensure continued access to our email newsletter, please add us to your address book.

This email was sent to [Email Address].

Manage your preferences.

Share this email:

To continue receiving our emails, add us to your address book.

In this edition, we discuss information system and support departments’ success in managing their fiscal responsibilities. Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial infrastructure.

**Travel & Entertainment Card**

We encourage the use of Travel & Entertainment Cards, such as Vanilla Visa Gift Cards, Home Depot, and Amazon, for purchases. The amount of each card, the number of recipients, who can use it, and the amount to spend should be clearly defined.

Departments can purchase Gift Cards through our online portal. If you have searched for your Financial Unit by text/code and cannot locate it, it may be referred to as a Travel, Events, Procurement Card, and other Payment Products.

For more information, please refer to our documentation or contact your financial advisor.

**Gift Cards**

Employees are allowed to use Gift Cards for employee recognition awards, retirement gifts, allowable gifts/awards, and other expenses.

**Human Subject Compensation**

If the gift includes human subject compensation, you can submit a Gift Card Request via Concur.

**Departments**

Departments can purchase Gift Cards through our online portal. If you have searched for your Financial Unit by text/code and cannot locate it, it may be referred to as a Travel, Events, Procurement Card, and other Payment Products.

For more information, please refer to our documentation or contact your financial advisor.

**Oracle Financials Cloud**

To request a new Oracle Financial Report or an Enhancement to an Existing Oracle Financial Reporting: New or Enhancement Requests, please submit a ticket.

**Oracle Financial Report**

To be sure you are choosing the most appropriate Expenditure Type for your request, refer to our documentation or contact your financial advisor.

**Oracle Financial Report, please**

To request a new Oracle Financial Report or an Enhancement to an Existing Oracle Financial Reporting: New or Enhancement Requests, please submit a ticket.

**Chart String and POET Terminology**

Users/Delegates are able to view the Report Key number through the Oracle Financial Report. To request a new Oracle Financial Report or an Enhancement to an Existing Oracle Financial Reporting: New or Enhancement Requests, please submit a ticket.

**Tips & Tricks**

As of 2/1, the 2021 reimbursement rate for the use of a vehicle is 16 cents a mile. Announced in the 2nd edition of the newsletter.

**2021 Mileage Rate Updated in Concur**

The 2021 reimbursement rate for the use of a vehicle is 16 cents a mile. Announced in the 2nd edition of the newsletter.