As of December 8, 2020 or later and are 120 days past the Business Travel End date, the travel reimbursement must be submitted or reimbursed. Business travelers who have not submitted their travel expense or authorized the reimbursement within the authorized timeframe after the travel occurrence may be held accountable for the travel expenses and remitted to the Business Travel Account. This may also impact future travel opportunities. If the eligibility period has expired, the travel expense will be automatically denied. One of the reasons for this is that the person reimbursing the travel expenses is not an authorized POC. In this case, you can submit a request through PADUA, or the travel expenses will be withheld. To properly ensure your transactions are checked out and verified, please follow these steps:

1. Ensure your transactions are completed before the cut-off date.
2. Verify your POETAF.
3. Ensure your transactions are approved.
4. Verify your POETAF information during checkout and verify POETAF information.

For more information, please click here.

Each Tuesday, the Weekly Digest provides important updates related to Oracle and campus-wide information, as well as updates to the Project Cost Transfer Dashboard. For more details, contact us atomeadm@umn.edu.

The transition to a modern financial information system remains difficult for fund managers, staff, and faculty. We would like to invite you to a candid conversation with our colleagues from Information Technology Services, Business and Financial Services, Academic Affairs, Health Sciences and Marine Sciences.

During this session, you will learn about Concur processes for prepaying travel and expense after the business trip occurs.

This hour is dedicated to supporting faculty and staff who travel or book business travel can further their interpretation and understanding of their project financials. This is an opportunity for them to ask questions and receive feedback from our experts.

An instructor-led training session will be held on Tuesdays from 1:00pm - 2:00pm. In this session, you will learn about POETAF information and how to best utilize reports. There will be a chance to participate in Q&A at the end.

For more information, please click here.