



# Financial Managers' Meeting

October 31, 2017



- **Safety Minute**

- **Winter Readiness (how were your tires this week?)**



- **ANNOUNCEMENTS**

- OFA Transaction Manager Position
- Keep funds current on exempt timesheets
- Banner outage: November 23 through 26
- October Management Report (Due 11/14)



- **PRESENTATIONS**

- OMB Updates
- Travel Changes!



## • Travel: What's Different?



- Document review prior to payment
  - Approvals and Purpose (All Documents)
  - Full Review (International and High Value)
- New Authorization Forms (PDF and DocuSign)
  - Designed to maximize review efficiency: Printed names, clear notation of self-authorization, delegation of authority, and when to include additional approvals.
- Reduced Signature Requirements on Expense Reports
- Improved Guidance (Regulation and Best Practice)
- Revised Third Party Authorization

- **FY18 Financial Managers' Meetings**

*Locations announced prior to each meeting.*

\*December 05\*

January 30

February 27

March 27

April 24

May 29



*All dates subject to change or cancellation*