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**• Agenda**

1. Welcome to Zoom! Zoom tips & tricks - Jason Theis
2. Travel (Ticket Credits & New Process for Research) – Rachel Jeppsen
3. COVID-19 questions & reminders - Amanda Wall  
<https://docs.google.com/spreadsheets/d/1hngXIWJHlxof12ZXzJsd9x7FOkw-m1Khz-zM5oDjBNO/edit?usp=sharing>
4. FY21 Budget Update – Briana Walters
5. Budget Guidance for FY21 - Jason Theis
6. Committed Encumbrances - Jason Theis
7. UFB and WCAs – Jason Theis
8. Continuation Trainings (5/13-14, 5/19-20) – Jason Theis

**REMINDERS:**  
April Management Reports  
Wash your hands :-)

UAF is an AA/EEO employer and educational institution and prohibits illegal discrimination against any individual. <http://www.uaf.edu/office-of-equality-employment/> since 1917

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**• Zoom and other UA Software!**

- How fast do you Zoom?
- YouTube: ["My Online Training Hub"](#)

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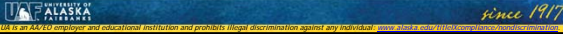
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**• Travel Updates**

- Ticket Credits
  - UA holds a large volume of credits for cancelled trips purchased via Concur/CTM
  - Retain charges in Concur for airline tickets that represent a credit until the credit is used (including Ravn, for now)
  - Alaska Airlines extends time limit for using credits up to 2022
  - Alaska Airlines waives name change fees for tickets purchased with Concur/CTM
  - Unused ticket credit report for tracking
- Research Travel
  - UAF *in-state* research travel may occur per Governor's exemption
  - Attach Safety Plan and other supporting docs approved by Director/Dean to the request
  - Audit rule prevents all trip purposes except "Research/Program Activities"


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**• Topics by Amanda**

COVID-19

Leave codes on timesheets  
<https://sites.google.com/alaska.edu/coronavirus/faq/employees>

Expenditure & Lost Revenue tracking related to COVID-19  
<https://docs.google.com/spreadsheets/d/1hnqXIWJHlxof12ZzJsd9x7FOkw-mTKhz-zM5oDJBNO/edit?usp=sharing>


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**• Topics by Briana**

FY21 Budget Update





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• **Round Table**

- What do you have to share?




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• **Future Meeting Topics**

Recharge proposal refresher (who can “present” this?) to include examples.

Please consider sharing TOAD queries that you use frequently.

A budget tool on OMB’s website - Briana Walters

Incoming wire process - Penny Bales

Process improvement and PIT Crew overview - Briana Walters for Amber Leytem

Weekly Zoom training with Susan Phillips and others.

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• **Suggestions for Training**

Print to PDF from Banner

BR’s

JV’s

Banner Screens (FRIGITD, NHIDIST, etc.)

QMenu/QAdhoc

Advanced Excel & pivot table tips

TOAD queries

Best Practices – Share with others if you know a better way!

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• **FY20 Financial Managers' Meetings**

*Locations announced prior to each meeting.*

May 26



*All dates subject to change or cancellation*

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