



Financials Focus Group (FFG) AGENDA

Date:	February 14, 2020
Time:	11:00 a.m.
Location:	University Tower, UTWR-211
Facilitator:	Rebecca Vilsack
Minutes:	Kiran Acharatlal

- - - - Agenda Topics - - - -

1. Review and approve the January 2020 FFG meeting minutes
2. **Continuing Business –**
 - UCF Rising (Becky Vilsack)
 - Cloud ERP (Becky Vilsack)
3. **New Business –**
 - Travel Agenda Items (Meghan McCollum)
 - Renewal of UCF's agreement with Southwest - Meeting attendees will be entered to win a Southwest A list membership
 - Must attach registration confirmation to foreign travel requisitions
 - Must attach Travel Approval Petition Final Notice of Approval to line 1 of travel requisitions for travel to restricted destinations
 - Naming convention for electronically submitted travel reimbursements
 - *Individual:* Traveler's first and last name, PO#, destination
Example of Individual: John Doe_PO333444_New York, NY.pdf
 - *Blanket:* Traveler's first and last name, PO#, BLANKET, travel end date
Example of Blanket: John Doe_PO333444_BLANKET_10.31.16.pdf
 - Annual Departmental Authorization List (DAL) verification (Jacqueline Lewis)
 - February 10 – March 27
 - Financials Tips (Jacqueline Lewis)
 - Open discussion