



## Financials Focus Group (FFG) AGENDA

<b>Date:</b>	November 13, 2020
<b>Time:</b>	11:00 a.m.
<b>Location:</b>	Live Stream, Zoom
<b>Facilitator:</b>	Rebecca Vilsack
<b>Minutes:</b>	Kiran Acharatla

### ----- Agenda Topics -----

1. Review and approve the September 2020 FFG meeting minutes
2. Update from Joseph Trubacz - Interim Chief Financial Officer
3. **Continuing Business –**
  - Knight Vision update
  - UCF Budget Model Redesign Initiative (Lynn Gonzalez)
  - Workday Adaptive Planning implementation update (Varsha Das)
  - PCard and Travel action items from September FFG (Meghan McCollum)
    - Instructions for creating and submitting electronic travel RVs have been posted at [https://fa.ucf.edu/wp-content/uploads/sites/2/Travel\\_RV\\_Submission\\_Process.pdf](https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_RV_Submission_Process.pdf)
    - All vendor setup is now going through Procurement.
    - Microsoft Teams PCard team activated
4. **New Business –**
  - UCF Rental Car Contract (Meghan McCollum)
  - Updated PCard manual (Meghan McCollum)
  - New Foreign Per Diem template (Meghan McCollum)
  - Travel Freeze (Meghan McCollum)
  - Fall workshop updates (Jacqueline Lewis)
  - Financials quarterly updates (Jacqueline Lewis)
  - Link to UCF Financials website on Division of Finance website (Jacqueline Lewis)

- Open discussion