Hello Colleagues,

The APFC would like to draw your attention to two updates coming up in October. Please share this with your departmental and divisional colleagues.

**iExpense Employee Training**  
**Wednesday, October 5 from 1:30 - 3:30, 37 Dewey Field Instructional Center**

Hands-On iExpense Employee Training is now being offered the first Wednesday of every month from 1:30 - 3:30 PM in the 37 Dewey Instructional Center/Computer lab. The first session will be held on Wednesday, October 5 from 1:30 - 3:30. This session is recommended for all new employees or any employee seeking a refresher. Registration is required. Sign-up at: [http://reg.abcsignup.com/view/view_month.aspx?as=48&wp=1102&aid=DOP](http://reg.abcsignup.com/view/view_month.aspx?as=48&wp=1102&aid=DOP)

Course Description:

*iExpense allows faculty and staff to enter and submit expense reports using a standard web browser and integrates with Oracle Payables for quick processing and payment. These hands-on sessions will walk employees through how to navigate the iExpense system, including setting preferences, preparing and submitting expense reports, and an overview of the business expense policy. These sessions are recommended for all faculty and employees.*

**APFC Information Forum**  
**Thursday, October 20 from 10:30 – 11:30, 041 Haldeman**

The APFC will host our Bi-Annual Information Forum. Find out about all that is going on in the realm of institutional policies, processes, systems, and services. Forum on Thursday, October 20 from 10:30 – 11:30 in 041 Haldeman. If you have any specific questions or topics that you would like us to cover in this session, please let us know at your earliest convenience.

Thank you.
Rita, Laurie, and Lisa
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