Finance Center Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Attention</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Holiday – Accelerated Payroll Biweekly Kronos</td>
<td>All hours recorded for PPE 5/27/17</td>
<td>Biweekly Employees</td>
<td>Thursday, May 25, 4:00 PM</td>
</tr>
<tr>
<td>Review and Approval</td>
<td>Biweekly Supervisors</td>
<td>Friday, May 26, 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Review and Approval</td>
<td>Union Supervisors</td>
<td>Sunday, May 28, 9:00 AM</td>
<td></td>
</tr>
<tr>
<td>Review and Approval</td>
<td>Finance Center</td>
<td>Tuesday, May 30, 11:00 AM</td>
<td></td>
</tr>
<tr>
<td>Year-End</td>
<td>Year-End Calendar and Finance Center Deadlines Sent</td>
<td>All Fiscal Administrators and Officers</td>
<td>Friday, May 26</td>
</tr>
</tbody>
</table>

iExpense Updates and Reminders

iExpense has been in production for over a year now and with Year-End just a few weeks away, we thought it would be a great opportunity to provide some updates and reminders on different aspects of the Expense Reporting tool.

Year-End Notes:
- Corporate Card weekly notices will start being sent out to Cardholders the first week of June.
- All Expense Reports for expenses prior to June 30th, need to be submitted by June 29th.

Cash Advances:
- Reminder: Cash Advances are discouraged for Dartmouth Employees unless you are traveling with a group of staff or students. Employee’s that report expenses more than twice a year are encouraged to obtain a Corporate Card.
- All Expense Reports with Cash Advances should be submitted using the OnBase Expense Report Request eForm for the Finance Center to complete the Expense Report in the iExpense system.
- Cash Advances are not needed for Flights, Conference Fees, or other expenses prior to travel, since Expense Reports can be settle as expenses are incurred.

Foreign Credit Card Fees:
- With the recent upgrade with JP Morgan Chase, if you have transactions involving a foreign currency you will see a separate Foreign Transaction fee on your statement and iExpense Expense Report. These fees are not new. These fees are incurred during the currency conversion and were previously applied to the total amount of the transaction.

New Expense Report Request eForm:
- Within the next couple weeks, the Finance Center's will be rolling out an improved Expense Report Request eForm. Enhancements that you will see with the new eForm:
  - "Make Me the Payee" button for self-preparers.
  - The 'iExpense Grant Reviewer' field will be hidden until a PTAEQ, Sponsored Research Funds, is selected in the Chart String section of the form.
  - A 'select all that apply' section will guide users through required fields, when relevant expense report types are selected.
  - Department will now default to the Submitter’s Primary Department for those Submitters with multiple assignments.

PCard Billing Address
for all PCards served by the APFC:
7 Lebanon St, 302
Hanover, NH 03755

Need Help?: Contact the APFC at: Admin.and.Provost.Finance.Center@dartmouth.edu or at 646-1310