

Fiscal Administrators | 12/04/2024 Run of Show

Topic	Today's Agenda Item / Objective	Target Time
Welcome	<ul style="list-style-type: none">Welcome/Agenda Overview	5 min
Updates & Reminders	<ul style="list-style-type: none">2025 Fiscal Administrators Meeting Schedule has been posted	5 min
Sponsored Programs	<ul style="list-style-type: none">Fly America Act Exemption Form	5 min
Strategic Sourcing	<ul style="list-style-type: none">Gift Card Update	5 min
Travel & Expense	<ul style="list-style-type: none">Expense Reports in Draft Status Report Update	5 min
Procurement Operations	<ul style="list-style-type: none">Invoice Lookup Tool is now Operational / DemoMatch Exception RefresherAttaching Packing Slips and other Receipt Documentation	30 min
Wrap-Up	<ul style="list-style-type: none">Preview of Next Meeting (February 5) / Meeting After the Meeting	5 min