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From the Almanac dated January 11, 2000
As Penn’s financial management systems evolve, they will greatly enhance business and financial processes by introducing web-based systems and self-service applications, such as electronic commerce. Improvements described in this issue of The Bottom Line will:

- extend access to information to a wider circle of users through web-based reports; and
- provide more useful Revenue & Expense Inquiry results.

As the project progresses, functions with user-friendly capabilities will be added, including:

- a web-based travel reservation system;
- an automated travel reimbursement process;
- streamlined purchasing processes, incorporating electronic invoice images and web-based e-commerce.

**BEN: FinMIS II’s New Name**

Introducing BEN, Business Enterprise Network, the new name for Penn’s business and financial management systems. We believe the name better reflects the scope of the FinMIS II project, which encompasses enhancements to FinMIS; new web-enabled tools, technologies, systems and processes; a new support structure for users of business and financial systems; and an emphasis on self-service. Self-service capabilities increasingly will, for example, allow authorized staff and faculty to view financial and research information, make online purchases and travel reservations, and perform other functions.

**BEN Representatives, a working group**

A campus-wide communications initiative is underway to assist all Schools and Centers with implementation planning and preparation for BEN. A significant component of this initiative is the establishment of a “working group” in which a representative from every School and Center participates as a liaison between the project teams and his or her School or Center.

These “BEN Reps” will interpret the impact of the changes for their Schools/Centers and disseminate to their colleagues information concerning the new applications and transition plans. At all times, one key member of each School and Center will be aware of progress and able to anticipate changes and offer important feedback to the project teams. This active leadership strategically will enable each School and Center to successfully plan for and implement BEN and take advantage of its benefits.

**New Team Members**

Readers of the FinMIS II progress report in the September, 1999, issue of The Bottom Line may recall that we adopted an integrated development approach to minimize the impact of change on end users while leveraging software and technology advances. To carry out this strategy, we created multiple interrelated project teams, which we introduced in the fall, along with their leaders and their responsibilities for developing the new functions and applications. Since then, new members have joined the original group.

- The E2IT (E-Commerce, “EDI”, Imaging, and Travel) Team has several new members, including:
  - for Imaging, Roxanne Bataitis, the Functional Team Leader, and Dorothy Sperock, the Technical Team Leader.
  - for Travel, Susan Storb, the Functional Team Leader.
  - Joining the Long Term Reporting Strategy Team are Technical Co-Leaders Amy Miller and Tad Davis.
  - Paul Weidner heads the Training Team.
  - Edda Katz and Martha Maran lead the Communications Team.

**Recent Accomplishments**

Since our last update, we have reached several significant milestones.

**NCA Pilot**

The recent pilot previewing a web-enabled, graphical version of FinMIS has concluded. Although the piloted version will not be released campus-wide, the next release of FinMIS will be similar to it in look and feel. The feedback from pilot participants will be invaluable in evaluating training requirements as we go forward.

**Revenue & Expense Inquiry**

Two enhancements to Revenue & Expense Inquiry were released in February:

- Capture of pending transactions. Balances on the Revenue & Expense Inquiry screen now include “pending transactions,” transactions that are reserved, but not yet posted. Pending transactions are also included on the “Transaction Summary by Period” and “Transaction Detail by Period” screens.

CONTINUED ON NEXT PAGE
- Transaction Detail by Period screen. This screen now summarizes transaction detail so that it matches exactly the detail in a standard FinMIS 156.ORG report for the same period. For example, rather than showing the cost of individual line items on a P.O. or invoice, the modified screen shows the total amount along with other useful information, such as the P. O. number, invoice number, and vendor name.

More information on these enhancements can be found at: www.upenn.edu/comptroller/FinMIS/FinMISII/euinfo/

FinMIS users who have not yet explored BEN’s Revenue & Expense Inquiry, please note that certain hardware and software requirements must be met. BEN’s new graphical features require that a software program, called JInitiator, be downloaded and installed on your computer. For more information and instructions, click on the Desktop and Browser Requirements link at: www.upenn.edu/comptroller/FinMIS/FinMISII/

**Coming Soon**

**BEN Reports**

Imagine being able to turn to a single online source for rapid answers to questions, such as “How much did we budget and spend on salaries for this fund?” or “Exactly where did the money go?” or “Who did we actually pay and how much?”. This convenience is precisely the goal of BEN Reports, a new web-based framework that makes crucial business information available to a broader audience, including authorized faculty and staff. Pilot testing of BEN Reports begins in March, followed by a University-wide rollout.

The initial reports to be delivered are:

- Budget and Actual Comparisons, offering users access to the Data Warehouse without the use of complex query tools (such as Business Objects); eliminating the need to pore over multiple FinMIS and Salary Management reports; providing the ability to “drill down” to the detail in a ledger account or look at employee payments; and exporting results to the desktop in several formats.

- Research Protocols, making protocol status and approval information available to principal investigators and administrators, thereby saving time and improving information flow in the proposal preparation process.

BEN Reports will assist users with a wide range of reporting processes and will save time for even the most experienced users. Look for additional reports every few months.

**Invoice Imaging**

Document imaging technology is being incorporated into the University’s Accounts Payable processes.

Currently the Accounts Payable (AP) department enters, tracks, faxes, files, and copies invoices - handling more than a million pieces of paper each year throughout the invoicing process. As a further complication, many invoices are placed on hold, with alerts sent to users notifying them of discrepancies. It is estimated that some users spend 5% to 10% of their time researching and resolving invoice problems.

This summer, many of these end user tasks will become easier with the introduction of “Invoice Imaging.” Invoices will be scanned and the resulting electronic documents integrated into the AP process. Users in Schools and Centers will be able to view invoice images via their web browser and resolve problems more quickly and easily.

In addition, Invoice Imaging will significantly reduce storage space requirements as well as the volume of faxing, filing, and retrieval activity inherent in the current paper-based processes. Fewer lost documents, more efficient audits, and easier inquiries are anticipated. The new process will also streamline workflow and enhance customer service to faculty, staff, and students.

The target date for making imaged invoices available to users in Schools and Centers is early-Summer, 2000.

**End User Support**

An improved University-wide end user support structure is being implemented for users of financial systems. The three-tiered model provides a way for users to get answers to operational and transactional questions by placing a single phone call to a help-desk number.

CONTINUED ON NEXT PAGE
Future Information about the BEN System

Continue to look for updates about the BEN system in the next issue of The Bottom Line and other campus publications and news outlets. Also, watch for a web site, coming during the second quarter of 2000.
FINANCIAL TRAINING DEPARTMENT

The Department of Financial Training provides members of the university community with programs focused on the University’s financial processes, procedures and systems. These programs cover a wide range of topics which include: the University’s financial management information system, purchasing items at the University, budgeting processes and the University’s General Ledger and the payroll system. Many of the Department’s programs have pre-requisites for attendees and all are offered FREE OF CHARGE.

Please note: All FinMIS training requires your Supervisors and System Access Administrators approval. See the list of System Access Administrators on the last page of this issue.

FinMIS Overview and Chart of Accounts

Prerequisite: None.
This 3 hour lecture provides participants with an introduction to the University’s on-line financial management information system (FinMIS) as well as an overview of the ways business is conducted at Penn and detailed knowledge of the Chart of Accounts segments. This lecture is the prerequisite to all training in and access to FinMIS.

Registration: See FinMIS Training Registration form on the web at:
www.upenn.edu/comptroller/Forms/view_tnreg.html
(One 3 hour session)
Dates: March 16 or April 20 or May 18
Time: 1:30 - 4:30 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS Purchasing/Navigation

Prerequisite: FinMIS Overview and Chart of Accounts Overview
This hands-on training takes place over 4 half-days and teaches participants the navigation techniques required to use the on-line financial management information system (FinMIS), and how to enter purchase orders into FinMIS. Additional information is provided on policies and procedures related to the decision making process required prior to entering a purchase order, entering receipts, and after invoicing for reconciliation purposes.

Registration: See FinMIS Training Registration form on the web at:
www.upenn.edu/comptroller/Forms/view_tnreg.html
(Four half-days)
Dates: March 20, 21, 22, and 23 or April 24, 25, 26 and 27 or May 22, 23, 24 and 25
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS General Ledger

Prerequisite: FinMIS Overview and Chart of Accounts Overview, FinMIS Purchasing/Navigation
This hands-on training takes place over 5 half-days and teaches participants the basic accounting and budgeting processes required conducting business at Penn. Also included are reviews of business processes and policies, Penn preferred methods for processing transactions, and an overview of FinMIS financial reports.

Registration: See the FinMIS Training Registration form on the web at:
www.upenn.edu/comptroller/Forms/view_tnreg.html
(Five half-days)
Dates: March 27, 28, 29, 30 and April 28 or May 1, 2, 3, 4 and 26 or May 30, 31, June 1, 2 and June 23
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS Stand Alone General Ledger

Prerequisite: None
This course is designed for individuals requiring access to General Ledger but not to Purchasing. This hands-on training takes place over 6 half-days and teaches participants the navigation techniques required to use the on-line financial management information system (FinMIS) and basic accounting and budgeting processes required to conduct business at Penn. Also included are reviews of business processes and policies, Penn preferred methods for processing transactions, and an overview of FinMIS financial reports.

Registration: See FinMIS Training Registration form on the web at:
www.upenn.edu/comptroller/Forms/view_tnreg.html
(Six half-days)
Dates: June 5, 6, 7, 8, and 9
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

CONTINUED ON NEXT PAGE
FinMIS Freeze/Unfreeze Grants

**Prerequisite:** FinMIS Overview & Chart of Accounts Overview & FinMIS General Ledger

This training session is for end users with job responsibilities relating to sponsored programs, who require the ability to freeze and/or unfreeze grants in the on-line financial management information system (FinMIS). This 2 hour lecture teaches participants the mechanics of freezing and unfreezing sponsored programs funds. Also included are reviews of business processes and policies, the functional impact of freezing an account, and an overview of the account closeout process.

**Registration:** Participant’s name, department name, participant’s phone number, participant’s e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at buonadon@pobox.upenn.edu.

(One 2-hour session)

**Dates:** April 10 or May 16 or June 27  
**Time:** 1 - 3 p.m. (4/10); 10 a.m. - 12 p.m. (5/16 & 6/27)  
**Instructor:** Financial Training Department & Office of Research Services  
**Fee:** Free of Charge  
**Location:** TBD

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Payroll/Personnel System

This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll processes and procedures.

**Registration:** Participant’s name, department name, participant’s phone number, participant’s e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at buonadon@pobox.upenn.edu.

(Five half days)

**Dates:** March 13, 14, 15, 16, and 17  
**Time:** 9:00-1:00  
**Instructor:** Terry Lafferty, Payroll Manager  
**Fee:** Free of Charge  
**Location:** TBD

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Procurement Credit Card (ProCard)

For individuals buying goods and services on behalf of the University.

This 11/2-hour training session provides an overview for the University’s procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities, and card misuse. There will also be a demonstration of the on-line ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase is to be changed.

**Registration:** Participant’s name, department name, participant’s phone number, participant’s e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at buonadon@pobox.upenn.edu.

(11/2-hour session)

**Dates:** March 15 or March 22 or April 12 or April 26 or May 10 or May 17  
**Time:** 9:30-11:00  
**Instructor:** Pat Baxter, Procard Administrator  
Carol Brandt, Acquisition Services  
**Fee:** Free of Charge  
**Location:** Suite 427A, 3401 Walnut

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Accounting & Business Certification Program

The redesign of the Accounting & Business Certification Program is almost complete. We will begin to roll out the redesigned curriculum in April 2000. The course schedule will be published and communicated separately.

The ABC program is for all University staff members involved in the financial transactions of their area. The ABC program comprises several courses designed to provide University staff members with the training needed in order to fulfill their fiscal responsibilities with regard to business functions in accordance with internal and external policies, procedures and regulations.
distribution of the research services account information sheet (AIS) is available through email. the AIS is capable of being delivered to an organizational email account associated with a FinMIS ORG(S) within the University.

Beginning March 1, 2000, AIS email will be delivered, along with corresponding Notices of Grant Award/Award Letters and other relevant documents, as an email attachment in Portable Document Format (PDF). PDF files can be viewed and printed using Adobe Acrobat Reader, which is available free of charge both from the University at www.upenn.edu/computing/product/net/acrobat.html or from Adobe directly.

The email delivery system is based on an organization within the FinMIS account that was set up for the investigator and award. Each account associated with an award creates a separate email.

News Regarding the Account Information Sheet (AIS)

To setup email delivery of the AIS, send your “generic” email address along with a corresponding list of ORG values to resserv@pobox.upenn.edu. One email address can service multiple organizations and an organization can have multiple email recipients. The only requirement is that an email account be established that is not permanently associated with one individual, in order that AIS email addresses not require changes should there be administrative personnel changes within an ORG. Examples of acceptable “generic” mail accounts are researchgrants@mail.med or chemBA@sas.upenn.edu. An example of an unacceptable address would be Yournamehere@pobox.upenn.edu. It is the responsibility of the school/center/department to maintain the email account and the secured access to it.

Problems with any AIS (electronic or hardcopy) forms should be reported to: ais-prob@pobox.upenn.edu
Quarterly Quote

It is recorded that upon losing the election in 1945, Churchill was told by his wife, in an attempt to console him, that ‘perhaps the loss was a blessing in disguise’. Churchill responded, ‘That may be, but I wish it weren’t so disguised.”

National Institutes of Health (NIH) Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar</td>
<td>1, 2000</td>
<td>Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards</td>
</tr>
<tr>
<td>May</td>
<td>1, 2000</td>
<td>All AIDS-Related Grants</td>
</tr>
<tr>
<td>May</td>
<td>10, 2000</td>
<td>All Institutional National Research Service Awards</td>
</tr>
<tr>
<td>Jun</td>
<td>1, 2000</td>
<td>New Research Grant, Conferences and Research Career Awards ALL (new, competing, revised and supplemental) Program Project &amp; Center Grants</td>
</tr>
<tr>
<td>Apr</td>
<td>5, 2000</td>
<td>Individual National Research Service Award (NRSA’s)</td>
</tr>
</tbody>
</table>

* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds $500,000.

Computer Training through the Technology Group

The Technology Training Group (TTG) is a department within the Office of Information Systems and Computing (ISC). TTG helps the Penn community learn and use information technology. TTG works with schools and other units to assess needs and provide training solutions. TTG also develops and coordinates ISC training programs and other learning resources.

Services

Provider-of-Support Training

Technology training for local support providers and student workers including:

- technical certification classes (i.e. Microsoft MCSE, Novell, Lotus Notes, etc.)
- Penn specific training which is designed to address technical areas that are unique to the Penn computing environment (i.e. UNIX Server Security Training).

Public Classes and Seminars

Hands-on classes and seminars on popular software programs and Internet resources (i.e. Microsoft Word, Filemaker Pro, HTML, etc.)

Self directed Tutorials

Tutorials for both Windows and Mac platforms.

Lab/Equipment Rental

Windows and Macintosh computer labs, a seminar room and projection equipment is available for rental.

Consulting

Technology training and presentation development expertise.

Additional information is available:

Phone: (215) 573-3102
Web: www.upenn.edu/computing/isc/ttg
E-mail: learnt@isc.upenn.edu
OFFICE OF THE COMPTROLLER

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 00</td>
<td>03/01/00</td>
<td>03/31/00</td>
</tr>
<tr>
<td>April 00</td>
<td>04/03/00</td>
<td>04/28/00</td>
</tr>
<tr>
<td>May 00</td>
<td>04/29/00</td>
<td>05/31/00</td>
</tr>
</tbody>
</table>

The cut-off dates for significant business processes are as follows:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Cut-Off Date for Receipt by Central Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts</td>
<td>Next to last business day of the period, 12:00 p.m.</td>
</tr>
<tr>
<td>Central Gifts Receipts</td>
<td>Next to last business day of the period, 4:00 p.m.</td>
</tr>
<tr>
<td>On-Line Journals</td>
<td>Last day of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>ProCard Journals*</td>
<td>Last Friday of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>Collections</td>
<td>Last Monday of the period, 5:00 p.m.</td>
</tr>
</tbody>
</table>

* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

Join Us In Welcoming Bob Lee, Mary Ann Piccolo and Donald Sokalczuk

Bob has joined the Comptroller’s Office as the Help Desk Administrator for Financial Systems. Bob’s previous position was at Cigna Corporation as the Help Desk Analyst & Training Coordinator. Welcome to Penn, Bob!

Mary Ann has also joined the Comptroller’s Office as the Corporate Tax Manager. Mary Ann comes to Penn from PriceWaterhouse Coopers where she was the Manager of Tax & Legal Services. Best of luck to you Mary Ann!

Donald is the new Accounts Payable Supervisor. Formerly Donald held the position of Manager at Sears. Happy you’re here Donald!

Penn’s Way 2000 Surpasses Goal by 30%

The Penn’s Way 2000 campaign raised a total of $388,298 this year thanks to the generosity of over 1,600 participants. The goal of $300,000 was exceeded by $88,298. Below is a breakdown for the last two campaign years:

<table>
<thead>
<tr>
<th></th>
<th>Penn’s Way 1999</th>
<th>Penn’s Way 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Responsible Funding (CRF)</td>
<td>$ 45,533</td>
<td>$ 84,467</td>
</tr>
<tr>
<td>United Way (UW)</td>
<td>$197,862</td>
<td>$303,831</td>
</tr>
<tr>
<td>Total</td>
<td>$243,395</td>
<td>$388,298</td>
</tr>
</tbody>
</table>

Many thanks to all who helped to make the campaign a success this year!
Entering Addresses in the Payroll system:

The “Current” address field in the payroll system is to be used for any employees with a local address while they are here at Penn. Therefore it should be used for students, graduate students, post-doctoral fellows and researchers, and anyone here on a temporary basis with a local address different from their domicile.

The “Permanent” address field should be the individual’s ‘domicile’. A domicile is the address to which a person will return when they leave Penn, the place they call ‘home’. The address on the W-4 form and the address in the “Permanent” address field should be the same.

There should never be a Post Office Box or Penn office address in either the current or permanent address fields, or on W-4 forms. The Payroll Office will begin to return any W-4 forms with Penn office addresses, and will not activate any employees with a Penn office address in address fields in the Payroll system.

W-2s:

The January 25th edition of the Almanac has a written explanation of the 1999 W-2. You can find it on the web at: www.upenn.edu/almanac/v46/n18/W2Form99.html

Payroll Website:

The Payroll website has been updated with new information beginning February, 2000. The first two new pages are the “official” Hand Drawn Check Policy and the instructions on Direct Deposit. Please click on “Policies” on our website to view the policies at: www.upenn.edu/comptroller/disbursements/payroll/

Payroll ListServ:

In an effort to improve communications, we are in the process of creating a Payroll ListServ. Look for special messages in the near future to an email address near you!

DATES TO RUN SALARY MANAGEMENT (SALMGMT) REPORTS

Run your GRPA and/or GRPS Salary Management Reports on the following dates to match the month’s salary actuals and encumbrances to your GL reports for the same month.

<table>
<thead>
<tr>
<th>To match GL Reports in:</th>
<th>Run Salmgmt Reports on any of these dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Mar 28 - Apr 3</td>
</tr>
<tr>
<td>April</td>
<td>Apr 25 - May 1</td>
</tr>
<tr>
<td>May</td>
<td>May 23 - May 30</td>
</tr>
</tbody>
</table>

Why run them on these dates?

These are the Salmgmt reports that contain encumbrances that match exactly to the month-end GL reports. Your snapshot from the system has to be taken between the Tuesday after payroll runs, producing the last weekly check for the month, and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

How do you run these reports?

From the Salary Management main menu
- Enter RPTS in the Tran field and press [Enter].

From the Standard Reports menu
- Enter GRPA or GRPS in the Tran field and press [Enter].

Leave the fiscal year set to the current year.

Note: If you are requesting the GRPA report, CNAC must be entered, but all other fields are optional. If you leave a field blank, everything to the right of that field must also be blank (i.e. 260 260_ _ _ _ _ _ _ _ _ _ _ _ is OK; but 260 2_ _ _ _ _ _ _ _ _ _ _ _ will not work).
## Payroll Monthly Schedule for March Through May 2000

The following schedule establishes due dates for receipt of documents by Payroll and Personnel Records and the deadlines for entering online changes for monthly paid staff for the pay periods indicated:

<table>
<thead>
<tr>
<th>2000 Pay Period</th>
<th>Monthly Pay Dated</th>
<th>Supporting Documents for New Appts</th>
<th>Additional Pay Forms Due in Payroll by 5PM</th>
<th>Time Reporting by 4PM</th>
<th>Database Changes to Existing Records by 5PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Apr - 30-Apr</td>
<td>28-Apr</td>
<td>17-Apr</td>
<td>19-Apr</td>
<td>20-Apr</td>
<td>21-Apr</td>
</tr>
<tr>
<td>1-May - 31-May</td>
<td>31-May</td>
<td>15-May</td>
<td>17-May</td>
<td>18-May</td>
<td>19-May</td>
</tr>
</tbody>
</table>

## Weekly Payroll Schedule for March Through May 2000

The following schedule establishes due dates for receipt of documents by Payroll and Personnel Records and the deadlines for entering online changes for weekly paid staff for the pay periods indicated:

<table>
<thead>
<tr>
<th>2000 Pay Period</th>
<th>Weekly Pay Dated</th>
<th>Supporting Documents Must Reach HR Records by 5PM</th>
<th>Additional Pay Forms Due in Payroll by 5PM</th>
<th>Time Reporting by 3PM</th>
<th>Database Changes to Existing Records Before 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>28-Feb - 5-Mar</td>
<td>10-Mar</td>
<td>29-Feb</td>
<td>3-Mar</td>
<td>6-Mar</td>
<td>6-Mar</td>
</tr>
<tr>
<td>27-Mar - 2-Apr</td>
<td>7-Apr</td>
<td>28-Mar</td>
<td>31-Mar</td>
<td>3-Apr</td>
<td>3-Apr</td>
</tr>
<tr>
<td>3-Apr - 9-Apr</td>
<td>14-Apr</td>
<td>4-Apr</td>
<td>7-Apr</td>
<td>10-Apr</td>
<td>10-Apr</td>
</tr>
<tr>
<td>10-Apr - 16-Apr</td>
<td>21-Apr</td>
<td>11-Apr</td>
<td>14-Apr</td>
<td>17-Apr</td>
<td>17-Apr</td>
</tr>
<tr>
<td>17-Apr - 23-Apr</td>
<td>28-Apr</td>
<td>18-Apr</td>
<td>21-Apr</td>
<td>24-Apr</td>
<td>24-Apr</td>
</tr>
<tr>
<td>24-Apr - 30-Apr</td>
<td>5-May</td>
<td>25-Apr</td>
<td>28-Apr</td>
<td>1-May</td>
<td>1-May</td>
</tr>
<tr>
<td>1-May - 7-May</td>
<td>12-May</td>
<td>2-May</td>
<td>5-May</td>
<td>8-May</td>
<td>8-May</td>
</tr>
<tr>
<td>8-May - 14-May</td>
<td>19-May</td>
<td>9-May</td>
<td>12-May</td>
<td>15-May</td>
<td>15-May</td>
</tr>
<tr>
<td>15-May - 21-May</td>
<td>26-May</td>
<td>16-May</td>
<td>19-May</td>
<td>22-May</td>
<td>22-May</td>
</tr>
<tr>
<td>29-May - 4-Jun</td>
<td>9-Jun</td>
<td>30-May</td>
<td>2-Jun</td>
<td>5-Jun</td>
<td>5-Jun</td>
</tr>
</tbody>
</table>

### From the Office of Student Financial Services

- The last day to submit a work-study Job Appointment Form to the Student Employment Office is Friday, March 31, 2000.
TRAVEL ADVISORY

Mileage Reimbursement Rate

Effective January 1, 2000 the mileage reimbursement rate for personal vehicles being used for business purposes is 32.5¢ per mile. This rate should be in effect for the entire calendar year. (Mileage reimbursement rate for moving remained unchanged at 10¢ per mile).

Major Domestic Airlines Institute Fuel Surcharge

Because of increased fuel expenses, most domestic airlines will be adding a $10 surcharge for one-way flights, or $20 for round-trips, for domestic travel on or after February 1st.

The actions taken by such carriers as Continental, United, American, Delta, and Northwest equate to a price increase for all of their U.S. travel customers. These surcharges will appear over and above published airline pricing.

Preferred Airlines

Don’t forget to support our negotiated savings with US Airways and American Airlines. The University discount is available on all domestic US Airways and American flights but must be booked through the Penn Desk at American Express. You can reach them by calling 898-9439 or 1-800-796-7573. We have a savings opportunity of up to 15% on select markets with American Airlines so please take advantage of these savings when making your travel plans.

Remember...the more we support these discounts the greater these discounts can become.

Procedures

Vendor numbers

Please provide vendor numbers on all forms when submitting Request for Payment (C-368) or Request for Reimbursement (C-1) forms. Failure to do so, slows the process and can result in the wrong payee being paid.

Service fees from Travel Agencies

Please be advised that effective immediately the University will not pay any service fees charged by a travel agency for domestic airline tickets unless the traveler can prove that by using a non-preferred agency, they were able to secure a lower fare. American Express Travel, the preferred agency for the University, does not charge a service fee for the issuance of any tickets.

eTravel

The Travel Office will be introducing in the near future an electronic booking product on campus called eTravel. ETravel will allow Penn employees to make air, car and hotel reservations electronically. All the University’s negotiated rates will be listed in the system and the reservation system will be accessible 24 hours a day.

Users will be able to access this booking product through the Travel Home page. That location is: www.upenn.edu/comptroller/travel

Stayed tuned for additional information as we roll out this product to the campus community.

Electronic Expense Management System

The Travel Office is pleased to announce that the University has recently acquired an electronic expense management system. This system will allow us to eliminate the C-1 and C-1A forms as we know them i.e. in their current paper format and make the process electronic. Travelers, business administrators and administrative assistants will be able to log-on the new web-based system and process expense reports electronically.

The Travel Office is in the process of customizing and configuring the system to our specifications so look for more information in the coming months.

Hotels

When traveling to Boston, New York, Washington, D.C. and London check out our great rates at Club Quarters. Club Quarters are small, private hotels for members in select cities. The University of Pennsylvania has joined as an affiliate member which allows all Penn travelers to use any of the hotel properties listed below. The hotels are small, charming and conveniently located. They offer a “club-like” atmosphere and provide many of the amenities necessary for business travel but are priced much less than conventional hotels. The Travel Office encourages everyone to try them.

Club Quarters, Washington
839 17th Street, NW, Washington, DC 20006
202-463-6400
Reservations: (215) 282-5100 or 212 575-0006.
**Hotels**

The Beaux Arts building overlooks Farragut Square, is centrally located to the business district and just two blocks from the White House.

Club Quarters, Midtown, NYC
40 West 45th Street, New York, NY 10036
212-354-6400
Reservations: (215) 282-5100 or (212) 575-0006

Listed in the National Registry of Historic Places and located directly behind The Penn Club which is located on 44th Street.

Club Quarters, Downtown, NYC
52 William Street, New York, NY 10006
212-269-6400
Reservations (215) 282-5100 or (212) 575-0006

In the center of the finance district near Wall Street and convenient to Manhattan’s lower neighborhoods such as SOHO and Tribeca.

Club Quarters, Boston
161 Devonshire Street, Boston, MA 02110
(617) 357-6400
Reservations: (215) 282-5100 or (212) 575-0006

Located between Milk and Franklin Streets in the heart of Boston’s financial district.

Club Quarters, London
7-12 Gracechurch Street, London, UK EC5V ODR
44(0) 171-116200
Reservations (215) 282-5100 or (212) 575-0006

Set in the historic district adjacent to the popular Leadenhall Market shopping area.

Rates: Rates quoted for single rooms. When requesting a double room a $13 extra person charge applies to all rates. Prices do not include tax.

Cancellation/early departure fee - $25 after 5PM day prior to arrival; 100% after 5PM day of arrival. Extended stay rates are available upon request.

It’s quick, it’s easy and you have a written confirmation to take with you to the counter.

**Philadelphia Hotels**

When making hotel reservations in Philadelphia, please use Penn’s own campus hotels first. Information on those properties can be found on the Conference Services’ web site at: [www.upenn.edu/resliv/conferenceservices.html](http://www.upenn.edu/resliv/conferenceservices.html)

However, you may want to consider using the Club Quarters property in Center City. Information is listed below.

**CLUB QUARTERS, PHILADELPHIA**

Bringing guests to Philadelphia? Here’s some great news about accommodations in Center City.

Penn affiliates will find excellent rates at Club Quarters, Philadelphia, located at 16th and Chestnut across from Liberty Place. Penn’s Office of Conference Services, through a founding membership with Club Quarters Hotels, is handling reservations at this stylish new property.

Club Quarters, Philadelphia opened in July of 1999 and offers a warm and inviting “living room”, pristine and comfortable guest rooms, and personalized yet efficient service, all in a convenient, quiet location. Davio’s is an upscale restaurant and lounge located on the premises, which opened in December to great reviews. Davio’s offers lunch and dinner in elegant classical surroundings.

The hotel is located in the heart of Center City, with convenient access to the University and UPHS, as well as other Philadelphia destinations.

Club Quarters, Philadelphia
1628 Chestnut St, Philadelphia PA 19103
Phone: 215-569-3838; Fax: 215-569-3322

University of Pennsylvania reservations:
Phone: 215-898-9319; Fax: 215-573-8452

**Year 2000 Rates**: (Excluding Penn event weekends**+)

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*for Penn employee families and personal use on most weekends and holidays. Rates based on availability.

**Special rates may apply to Penn Relays, Alumni Weekend, Commencement. Rates do not include taxes. Extended stay rates available upon request.
**FinMIS SCHOOL/CENTER ACCESS ADMINISTRATOR**

Please include the Access Administrator's name on all FinMIS Training Registration forms.

www.upenn.edu/comptroller/Forms/forms.html

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