

Agenda BSC Finance Customer Forum Travel & Expense Credit Card Administration	Date: Tuesday, November 15, 2016 Time: 9:00am - 11:00am Location: Building 5 Room G8	
Items	Facilitator	
Welcome and Introductions	9am – 9:15am	Erin Cirilli
Travel & Expense Service Line <ul style="list-style-type: none"> • Training Opportunities • SFS Defects • Change in Non-Employee Travel (NET) Process • OSC Contact for Due State Expense Reports Done in error Questions and Answers / Open the Phones	9:15am – 10:15am	Kelly Oathout Kelly Oathout / Bob Carolus Kristin Ellis / Gina Boden Mark Loucks
Credit Card Administration Service Line <ul style="list-style-type: none"> • Training Opportunities • Unreconciled Procurement Card Notices Questions and Answers / Open the Phones	10:15am – 10:30am	Carolyn Benoit
Call for Agenda Items for Next Customer Forum The next Customer Forum is 12/20/16, agenda items are due 12/13/16		