Agenda **BSC Finance Customer Forum** **Travel & Expense** **Credit Card Administration**	**Date:** Tuesday, April 19. 2016 **Time:** 9:00 a.m. - 11:00 a.m. **Location:** Building 5 room G08

Items	**Facilitator**
Introductions (15 minutes)	Mary Zaremba
Meeting Structure (15 minutes)	Kristin Ellis
Service Line Updates - **Travel and Expense (25 minutes)** ▪ Receipts – Missing Receipts and No Receipt box ▪ Fiscal Year End update – Job Aid, Re-appropriated Funds, Special Project Funds ▪ Incomplete Charges in My Wallet ▪ Official Station Addresses - **Credit Card Administration (25 minutes)** ▪ Citibank PA Access	Erin Cirilli Kim Gurga
Year End Completion (20 minutes)	Tim Smith
Questions and Answers (20 minutes)	All