Agenda **BSC Finance Customer Forum** **Travel & Expense** **Credit Card Administration**	**Date:** Tuesday, February 16, 2016 **Time:** 9:00am - 11:00am **Location:** Building 5 room G8

Items	**Facilitator**
Welcome and Introductions E-mail for this meeting series is active: ogs.sm.bscfinancecustomerforum@ogs.ny.gov E-mail address for Fiscal Year End items: BSCYearEnd@ogs.ny.gov BSC's Fiscal Year End Website: http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16	Jennifer Stafford
Service Line Updates • **Travel & Expense** • Due to State Expense Reports • SFS Winter Update - Expense Reports flagging as alerts • Update on possible changes to OSC Receipt Retention Policy. • Procedure for Lost/Missing Receipts • Training • Fiscal Year End Update – Expense reports due by 3/18/16	Erin Cirilli
• **Credit Card Administration** • Denials of T-Card applications • Credit Card Admin role • P-Card aging reports	Carolyn Benoit
Call for Agenda Items for Next Customer Forum • The next Customer Forum is 3/15/16 • Agenda items are due 3/9/16	
Questions and Answers	