

<b>Agenda</b> <b>BSC Finance Customer Forum</b> <b>Travel &amp; Expense</b> <b>Credit Card Administration</b>	<b>Date:</b> Tuesday, October 18, 2016 <b>Time:</b> 9:00am - 11:00am <b>Location:</b> Building 5 Room G8	
Items	Facilitator	
Welcome and Introductions	9am – 9:15am	Erin Cirilli
Travel & Expense Service Line <ul style="list-style-type: none"> <li>• Training Opportunities</li> <li>• Supervisor Responsibilities</li> <li>• Process associated with 3rd Party reimbursement when the 3rd party is another state agency</li> </ul> Questions and Answers / Open the Phones	9:15am – 10:15am	Kelly Oathout  Mark Loucks & Kristin Ellis
Credit Card Administration Service Line <ul style="list-style-type: none"> <li>• Liaisons can't sign their own applications</li> <li>• Application submission clarity: <ul style="list-style-type: none"> <li>- The BSC recommends agencies print a fresh copy of the application each time one needs to be completed and submitted.</li> <li>- Processing applications that are copies of copies may slow the application process due to illegibility.</li> </ul> </li> </ul> Questions and Answers / Open the Phones	10:15am – 10:30am	Kimberly Gurga
Call for Agenda Items for Next Customer Forum The next Customer Forum is 11/15/16, agenda items are due 11/9/16		