1. Lodging needs to be separate from taxes; List taxes under the 'Others" section

2. If you chose Conference Registration (28601) in TRES and you see an Account Code listed, you need to use that number in the Accounting section of TRES

3. Business Purpose/Notes (FOATEXT): Give information beyond ABC Conference 2018; spell things out; list that you shared a room with someone and their name if they are from OSU; Include personal time just don't claim per diem

4. Spell out Acronyms

5. Don't separate out the mileage; just use one (1) line to list the Mileage Log

6. Budget Authority: Please go to only Regional Director or County Leaders (just because people are given a pot of money to use, doesn't mean they are the actual Budget Authority)

7. Budget Authority for Regional Directors & payments using index TEX650 need to be sent to Kim Tarrant in Ext Admin via DocuSign

8. Transaction & Document Look-up; "Click here for IDocNumber History" which is between Banner Document Text and Nolij Documents: I3222560;

Please look to make sure that I am on the list for approval; if it belongs to a different Business Center then you will need to contact them

    a. If you are looking in Benny Buy and see that Business Centers are the current queue, please check which Business Center it is; they may not belong to UABC

9. DocuSign: If you are sending multiple documents i.e. multiple IDocs they need to be scanned as separate files and not just one file

10. Run Incomplete Report in AppWorx (FGRIDOC)

11. In Banner 9 to check Banner messages, go to GUAMESG