



A JOINT PROJECT OF
The Department of Biostatistics,
Epidemiology and Informatics
AND
The Center for Clinical
Epidemiology and Biostatistics

**Quarterly Staff Meeting
October 15, 2019, 2-3 pm, BRB 252**

- Business Office Update
 - University Petty Cash Office closing –Petty Cash Office will be closed as of Dec 31, 2019. All reimbursements are transitioning to being processed through Concur starting now. The Treasurer’s Office hopes to have petty cash funds closed on or before 12/18/19.
 - Financial Policy 2301: Responsibility for the Purchase of and Payment for Products and Services
 1. A PO must be created and approved prior to receiving goods, services, products.
 - Financial Policy 2352: Travel and Entertainment Policy
 1. Review policy to get familiarized with requirements.
 2. All required documents should be attached to requests prior to submission to the Business Office.
 3. Expense reports SHOULD BE submitted within 10 days of return to the office from a discrete event for which reimbursement will be requested.
 4. See Tips & Tricks on the DBEI intranet > Business Office > Reimbursements to assist in completing forms.
 5. Contact apaycceb@lists.upenn.edu if you have questions.
 - Expense Report Checklist is now available on the DBEI intranet
 1. See Checklist on the DBEI intranet > Business Office > Reimbursements.
 - Office hours with Merceda - Thursday's from 10-11 am in Blockley 112
 1. Merceda Reale welcomes any questions regarding buying goods and services, arranging travel, and reimbursing expenses.
 2. She is available 7 a.m. to 5 p.m. to answer any questions or concerns and will be happy to help.
 3. If you are more interested in face-to-face time, she will see you on Thursday, or anytime that works for both of you.
- Staff Life Committee Update
 - Please complete the survey that was distributed via email.
 - Candy Bar will be on October 30 between 3-4 pm in 701 Blockley.
 - Nadia Penrod, postdoc in Informatics, is our new sustainability representative.
 - White Elephant will be on December 19.



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- Slack Channel for community
 - For staff and faculty use as instant messaging to get answers and receive announcements.
 - Slack invitations will be sent separately for staff to opt-in.
- Suggestion Box
 - Staff are encouraged to submit suggestions via this [link](#).
- Staff Spotlight
 - Sarah Green, MPH, Center for Health Behavior Research