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December 9, 2022 Edition [1]

Capital Assets Procedures - Revised [2]

Effective December 1, 2022, we've updated the Capital Assets chapter of the Accounting Handbook.

Get Ready: Business Expense Substantiation & Tax Implications [3]

If you submit travel or other reimbursement expense reports in Concur, you may already be familiar with current requirements for substantiating/submitting business-related expenses that you've covered personally. With the revised procedures, requirements for timely substantiation/submission of business expenses apply to commercial credit card transactions (Procurement Card, Travel Card, Airfare Card) and to cash advances, in addition to employee reimbursements. Failure to comply with these requirements within 90 days of end of trip or (for non-travel expenses) within 90 days of date the expense was incurred, will result in the full amount being reported as taxable income to the employee.

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