

Coffee Chat Nuggets June 15, 2022
Topic: University Travel Best Practices

SAP Concur home page, check other resources TAB look for Penn State Travel Policy
--<https://policy.psu.edu/policies/tr02>
--Can also google Penn State Travel policy

Meals calculator:

contact Jen Shutt at jus72@psu.edu and she will send it to you

Getting receipts from Square: Kacee Burke

**yes if you didn't have an emailed receipt but it should give the option to add their email when they "check out"

**It will remember their email for all squares

<https://squareup.com/help/us/en/article/6737-receipt-search>

Signing into AWA without your cell phone: Rae Lynne Tonkin

You need to have additional phone numbers listed in DUO these will have position number assigned to it.

When signing into AWA enter your password, phone (position number) and then click log in. It should then ring at your office line. Touch any number and then you should get in

There is a work around for not having your Cell phone for DUO. You can add additional numbers to your call list. When signing in... type in your password, phone2 or the number of the phone number in the list that you have within your profile. I use my office line so I type password, phone2 It then rings to my office line without having my cell

Tax exempt:

Tax exempt FL, PA, RI

Inform servers in advance of ordering sometimes makes it easier to apply

When making reservations let them know it will be tax exempt

Hotels can remove state income tax but traveler's need to request that tax be removed by showing tax exemption forms