

## Coffee Chat Nuggets - September 21, 2022

Topic: FedEx use, SAP/Concur Covid test protocol, other topics

- FedEx is now the preferred method of shipping for the University. The University will no longer support UPS as a shipping method.
- Concur Report: When entering a report for a travel related Covid test, it must be entered as a separate report. It cannot be included in the travel report. But, any travel to and from the getting the test can be included in the travel report.
  - Type of report: Employee Non-travel
  - Expense Type: Health & Medical Services
- Information shared from Stronger Together: Women and Allies: [presentation by Beth Shaha of The Grounded Canary. It was such a great hour to learn more about ourselves and how to align with our values not just in our personal lives but also in our professional lives. Here is the Link to the recording: https://psu.mediaspace.kaltura.com/media/1\\_ade4ldix](#)