

Financial Services Update Session – AGENDA

- Burnie – Monday, 14 April (10.45am to 12pm)
- Launceston – Tuesday, 15 April (2pm to 4pm)
- Hobart – Thursday, 17 April (11am to 1pm)

	20min	Welcome and refreshments	
	20min	Overview Electronic approvals – Leave and casual time sheets	Stephen Mace / HR
	10min	GST – Back to Basics	Carol Connors
	15min	Business Cards <ul style="list-style-type: none"> ● Process for obtaining ● Process for increased limits ● Miscellaneous 	Jo Rohwedder
	10min	Policies (new and updated) <ul style="list-style-type: none"> ● Fee Waiver Policy ● Fraud & Corruption Policy ● Travel Policy (premium economy travel) 	John Clements
	20min	One Stop Receipting – online payments for students and other clients	Jo Rohwedder
	5min	Audit Outcomes	