

Financial Services Update Session – AGENDA

- Launceston – Tuesday, 31 March (2pm to 4pm)
- Burnie – Wednesday, 1 April (11am to 12.30pm)
- Hobart – Thursday, 2 April (10.15am to 12.15pm)

		Welcome	John Clements
	15min	FMIS review	Tracy Rowell
	15min	Scanning Invoices	Alana Whelan
	10min	FBT – Travel, Staff Development	Carol Connors
	15min	Updated/New Policies <ul style="list-style-type: none"> • Leasing and Financial Arrangements • Travel • Motor Vehicles 	Carol Connors
	15Min	Financial Services tools online	Tom Knight
	20min	Misc Updates <ul style="list-style-type: none"> • Financial Services staff changes • Key Suppliers’ website • Audit outcomes • Insurance changes (Travel & Motor vehicles) • Travel Emergency Card • Email authorisations • One Stop 	