

## **November 30, 2023 Edition** <sup>[1]</sup>

### **Financial Services & Solutions (FSS): Here to Help** <sup>[2]</sup>

Looking for advice regarding a financial or procurement system ... form ... or process?

We still field questions from departments about where they should go with specific technical and policy/procedural issues -- so the OUC's Help webpage includes contact information for other offices and not just our own.

### **Reminder: Don't Risk Being Taxed on Business Expenses** <sup>[3]</sup>

Don't risk being taxed on your business expenses!

The Finance Procedural Statement Business Expense Substantiation & Tax Implications explains the requirements for timely substantiation and submission of employee-incurred business expenses (Airfare Card, Travel Card, Procurement Card, out-of-pocket reimbursement requests, cash advances) in order to avoid having the expenses reported as part of the employee's own taxable income.

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