

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Traveler Training (policy) 1:00-3:00PM ARD – Large Pod	3	4
5	6	7 Traveler Training (policy) 9:00-11:00AM TBD	8	9	10	11
12 PCard Reconciler 9-10AM Gammage, Rm 107	13	14	15 Travel Specialist Training 9:00-11:00AM Gammage, Rm 107	16	17	18
19	20	21	22	23	24	25
26 Public Purpose 10-11AM Gammage, Rm 107	27	28	29	30		

TRAININGS

PCard

Reconciler Training (1 hr.):
2nd Monday of the month.

PeopleSoft Financials

PeopleSoft Financials: REQ & IDT's (1 hr.):
Once per quarter.

Public Purpose Training (1 hr.):
4th Monday of the month.

Travel

Traveler Policy (only) Training (2 hrs.):
1st Tuesday & Thursday of the month.

Travel Specialist Training (2 hrs.):
3rd Wednesday of the month.