

From: [Finance Director](#)
To: [All Users](#)
Cc: [Emma Marshall](#); [Tierney Rose](#)
Subject: TCFV Credit Card Expense Reporting: Announcing Two Changes
Date: Tuesday, June 9, 2020 9:21:01 AM
Attachments: [image001.png](#)

Dear TCFV Team:

This communication will provide two updates to our credit card expense reporting process, which we are introducing to increase processing efficiency.

1. Welcome, Tierney!

We are thrilled to announce that Tierney Rose, TCFV's new and brilliant Office Coordinator, will be assisting the finance team in processing credit card expense reports moving forward. Staff with active May credit card statements will receive an email from Tierney shortly to request relevant expense documentation. Emma will continue to serve as our knowledgeable A/P resource, and we appreciate Tierney's willingness to jump in and give us an administrative muscle boost.

2. Credit Card Expense Reports will now be collected as a complete packet

Gone are the days of piecemeal submission of credit card expense documentation.

Moving forward, Tierney will be reaching out to TCFV cardholders with a request to submit a complete credit card expense packet that supports all transactions that fall within the statement period. Instead of submitting receipts, PRs, etc., throughout the month, please retain these items to submit all together along with your credit card statement in a consolidated packet to Tierney.

Should you have a toll charge on your statement, Tierney will be happy to pull that receipt on your behalf.

The deadline for submission to Tierney will continue to be the 9th of the month, unless otherwise noted.

While you will no longer send supporting documentation to Emma throughout the month, she still welcomes your questions and will continue to collect A/P documents outside of credit card receipts, as usual, including reimbursement requests, etc.

The finance team would like to thank everyone for their attention to accurate and timely expense reporting with many simultaneous priorities. Without your help, we would not be able to complete critical finance functions, such as funder invoicing, which allows TCFV to continue our work with a strong financial core.

Thank you!

Tristan

Tristan Pierce

Interim Director of Finance

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