WELCOME TO PRINCETON PRIME!

The new system went live University-wide on July 1, 2014, and will mean some changes to how students, staff and faculty conduct financial transactions. For example, project grants are gone and there is a new accounting structure involving department and fund numbers.

A Few Things to Keep in Mind:

- **All receipts are required** and must be itemized. All receipts must be submitted electronically.

- “Concur” is the University’s new tool for managing University-issued credit cards, registering travel requests, and requesting reimbursement for out-of-pocket expenses.

- Students requesting reimbursement are now able to submit their own requests online through Concur; neither other students nor staff can submit requests on behalf of another person.

**ODUS-Advised Student Organizations Website:** [http://odusapps.princeton.edu/StudentOrg/](http://odusapps.princeton.edu/StudentOrg/). If you are a leader of a student group advised through the Office of the Dean of Undergraduate Students (ODUS), you can find information sheets on how to use the new systems and update your group’s information (officers, financial access, etc.) on this website.

**Information Sessions/Labs:** ODUS is sponsoring information sessions on how to access your group’s account statement, submitting reimbursement requests and paying suppliers. There will also be opportunities to ask questions at these sessions. All four sessions will cover the same material, so feel free to pick one. Please **BRING YOUR LAPTOP** so you can set up your profile in Concur, a step you must take before you can submit reimbursement requests.

**Wednesday, February 4, 4:30—6 PM, Whig Hall Senate Chamber**

**Friday, February 13, 2—3:30 PM, Whig Hall Senate Chamber**