



FAST Tips Newsletter - June 2026 Edition

From FAST <rames.paramsothy@utoronto.ca>
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Financial Services

FAST *Tips* Newsletter

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FEATURED ARTICLE

What is Delegation of Signing Authority? What responsibilities can be delegated?

Learn how signing authority can be delegated—and the responsibilities that remain with the original approver.

READ ARTICLE

WHAT'S NEW



Summer Hours Reminder

Summer hours begin July 2 and run until Labour Day. FAST Team support hours will be 8:45 am - 4:30 pm.

READ MEMO



Lunch & Learn Sessions & Recordings

Register for upcoming sessions or watch recordings from previous presentations.

REGISTERWATCH RECORDINGS

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Holiday Payment Schedule

Refer to this memo for the adjusted Accounts Payable payment schedule and submission deadlines between June 23 and July 8.

[READ THE MEMO](#)

Concur

08 Are there any changes to Tax Codes with Concur?

MORE ARTICLES

Filling in the Cash Advance Request form

Submitting a Cash Advance Request? Ensure the Business Officer has reviewed the account codes and signed the form before submission to avoid delays.

[READ MORE →](#)

How to Check the Status/Audit Trail of your Expense Report

Learn how to check the status and workflow progress of your Concur expense reports.

[READ GUIDE →](#)

Addressing Error & Warning Messages in Concur

Learn how to interpret common errors and warnings and get back on track.

[READ GUIDE →](#)

Are there any changes to Tax Codes with Concur?

Learn about tax code requirements in Concur and what has changed.

[READ GUIDE →](#)

TRAINING



View the FIS Training Calendar

Register for instructor-led FIS sessions, complete eLearning modules, or access Concur training sessions.

[VIEW TRAINING CALENDAR](#)

[CONCUR TRAINING](#)

QUICK LINKS

[Knowledge Centre](#) • [Concur Support](#) • [Concur Training](#)

[Lunch & Learn Recordings](#) • [FAST Tips Archive](#)

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