

# ShopTalk

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Editor, Lisa O'Donnell Connors, x4-6803

## Easier, Faster Expense Filing

### *Changes in Expense and Travel Policies*

**T**he Post's expense reporting and reimbursement process is becoming faster and easier. Last week, the Accounting and IT departments launched a new Web-based expense reporting process called iExpense which will streamline the submission, approval and auditing processes for travel and entertainment reimbursement.

According to **Don Woodall**, director of financial operations and

analysis, one of the biggest advantages to iExpense is that following approval, staff could be reimbursed through direct deposit in as little as 72 hours for travel and entertainment expenses. In addition, since it is Web-based, iExpense can be accessed by staff anywhere, including those traveling or based outside the metro area and out of the country.

Another benefit is that employees will be able to track the status of their expense report, from submission through the approval process to payment.

The first departments affected by the change to iExpense are the Accounting, Human Resources, Administration and IT departments. Full implementation of iExpense is expected by the end of June, including the Newsroom and Advertising Department.

Training on iExpense is underway and departments will be contacted by e-mail with information on scheduled one-hour training sessions.

Staff will receive the iExpense Web address and other pertinent information at the training sessions. (Contact the Help Desk at x4-4357 if you can not attend a training session.)

Paper expense reports will not be accepted by Accounting effective June 30 when training is complete, according to Woodall.

Here's how iExpense works:

1. An employee will complete and submit their expense report on iExpense following an online template. (Corporate American Express credit cards charges are loaded daily into iExpense and those charges are available to be selected and included as appropriate in expense reports.) The employee will receive an iExpense confirmation page, which he or she will print out and submit with receipts to Financial Accounting, following their department's policy for expense reporting. The system will automatically route the electronic copy of their expense report to their supervisor/manager for review and approval via e-mail notification.



Members of the iExpense project team include (l-r) Don Woodall, Paul Wade, Diane Reeder, Patti Webb, and Janet Hallam. Not pictured are Kristin Raker, Vanena Ralay, Diane Weeks, Raj Kalburgi, Jim Guill and Don White.

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# PROMOTIONS & TRANSITIONS

**Dawn Askerneese**, IT, joined the IT administration group in March in the position of administrative assistant. She came to The Post in 2000 and worked in the Human Resources Department's budget and benefits units. Before coming to The Post, Askerneese worked for the Four Seasons Hotel in Georgetown for 10 years in various positions. She has also worked the U.S. Department of Justice in the District and Discovery Communications in Bethesda.

**Cathy Campbell**, Accounting, became the director of circulation accounting in March. This is a new group in the Accounting Department responsible for various aspects of circulation billing. Campbell has worked at The Post for 20 years, most recently as the retention services manager in the Circula-



Cathy Campbell

tion Department. She began her Post career as a circulation management intern in 1984. Other positions include circulation zone manager, division manager and for two years, she was the assistant to then-publisher **Don Graham**. Campbell has an MBA from the University of Virginia and a BA with honors in Ameri-

can studies and a minor in sociology from the University of North Carolina at Chapel Hill. She is also an active volunteer for several organizations.

**Gregg Fernandes**, Circulation, was named director of metro home delivery in February. He was previously the circulation division manager for Montgomery County. He has also been the retention services manager, assistant manager for the circulation call center and a Post delivery agent. Fernandes holds a law degree, MBA and a BA in sociology from the University of Maryland.

**Dave Frank**, Production, was selected to be the superintendent of Sunday packaging for the Springfield Plant Mailroom in March. He was the superintendent of daily inserting for four years. Frank came to the newspaper in 1984 as a mailer and subsequently became an inserting supervisor in 1987. Promoted in 1994 to mailroom foreman, he was named mailroom assistant superintendent in 1998. Frank has been actively involved in several major projects at the plant, including the preprint zoning expansion.

**Bill Green**, Production, was promoted to the position of assistant maintenance manager for the College Park Plant in March. He came to The Post in 1991 as a machinist at the production facilities that were located at the Northwest Building. From



PHOTO - LES MARTIN

Bill Green

1997 through 1999, he was the acting maintenance foreman in Northwest during the transition to offset printing. Green has worked as a machinist in the College Park Plant since 1999.

**Ravi Gunturu**, IT, is the manager of Postpress systems in the IT Department. He was promoted in April from the position of senior developer. Gunturu came to The Post in 1999 as a programmer analyst. Previously, he was a programmer consultant for Dr. Reddy's Laboratories in Hyderabad, India and also worked for South India Viscose Limited. He holds an MS in computer science from the New York Institute of Technology and a BS in chemical engineering from Mangalore University in India.

**Ty Hensell**, Production, was named Springfield Plant mailroom superintendent in April. He was previously the assistant superintendent for materials handling, a position he has held since July 2001. Hensell came to the newspaper as an inserter in 1979. In 1994 he became a foreman in the Springfield Mailroom hire office. In 1998 he was assigned

to Sunday Packaging and then took a temporary assignment in Advertising Operations as the product content manager. Hensell is currently pursuing a business degree from Mary Washington College in Fredericksburg, Va.

**Debra Leithauser**, News, has been named the editor of TV Week. She was hired last year as the deputy editor of the Sunday Source. Previously, Leithauser was the managing editor of special sections at Knight Ridder Tribune Information Services. She has also been the assistant editor for the *Orlando* (Fla.) *Sentinel's* Sunday Magazine, youth editor and copy editor at the *Sentinel*, and copy editor at the *Gainesville* (Fla.) *Sun*. Leithauser earned a BS in journalism at the University of Florida in Gainesville.

**David Miller**, Ad Ops, is the new manager of pagination. He was previously a CCI paginator. Prior to joining The Post in 2001, he supervised the production departments at *USA Today*, the (Fairfax/Springfield, Va.) *Times/Journal* and the Aspen Institute. He is a freelance cartoonist and has taught at the Corcoran School of Art. Miller earned a BA in communications from East Carolina University in Greenville, N.C.

**Jaime Rebueno**, Accounting, was named to the position of disbursement manager in February. A 23-year veteran of The Post, he has held a variety of positions in the Accounting Department, most recently as the payroll man-

ager. Rebueno holds a BS in business management from Manila College of Business Administration in the Philippines.

**Wendy West**, IT, was recently promoted to project manager in the IT Business Transformation Group. West joined the newspaper in 1998 as a systems consultant in 1998 and has served on a number of prepress and production projects. Prior to *The Post*, she was the systems manager and prepress manager at the *Dominion Post* in Morgantown, W.Va. West holds a BA in industrial engineering and computer sciences from West Virginia University.

**Susan Williams**, News, was promoted to deputy national copy desk chief from copy editor this month. Prior to coming to *The Post* in 2002, she was the news editor at the *News & Observer* in Raleigh, N.C. and held various editing positions at the *Seattle (Wash.) Times*, the *Greensboro (N.C.) News & Record* and the *Durham (N.C.) Morning Herald*. Williams holds a master of communications in genetics at the University of Washington and an AB in journalism from the University of North Carolina at Chapel Hill. ■

2. Once approved, the electronic copy of the expense report will be routed electronically to Financial Accounting and held until the printed confirmation page and attached receipts are received from the employee.

3. The expense report will be audited, as appropriate, and approved or returned for questions. Once approved, the reimbursement payment will be made to the employee via direct deposit. An important note: this deposit will be separate from payroll. Employees no longer will have to wait until the next payroll period to be reimbursed for expenses.

The transition to iExpense is precipitating several changes in the newspaper's travel and entertainment policies, according to Woodall. These changes include:

◆ Cash advances must be requested through the Travel Office and will be issued through direct deposit. Cash and checks will no longer be issued.

◆ Cash advances will be issued only for travel over seven calendar days and international travel.

◆ Employees who have a company credit card will only be issued advances if travel is outside the domestic U.S. All employees who are eligible for the American Express Corporate Card are strongly encouraged to apply for one.

◆ In addition, advances will not be issued more than five business days prior to travel and advances outstanding for more than 60 days will be deducted from payroll.

◆ All rental cars will be reserved and charged on an employee's personal or

corporate credit card.

◆ Financial Accounting requires receipts for all items greater than \$25. However, each department has the discretion to establish more stringent receipt requirements. Receipts must be taped to an 8 1/2" x 11" paper and be accompanied by a copy of the iExpense Confirmation page when submitted to Financial Accounting.

◆ Since policies differ by department, employees should also make sure they submit copies of expense reports and receipts according to their department's policy.

◆ Expense reports should be submitted within one week of completion of travel or expenditure of funds.

All questions about iExpense and training should be forwarded to the Help Desk at x4-4357. ■

## Introducing PostRewards<sup>SM</sup>

The Post recently introduced PostRewards, a new free dining card for Post home subscribers. Post employees who are home subscribers are eligible to participate in PostRewards. The rewards program was created by a multi-departmental team, including staff from the Advertising, Circulation, IT and Marketing departments.

Beginning in July, subscribers who sign up for the

PostRewards card can save 25 percent on dining at participating restaurants in the District, Maryland, and Virginia. It is available to Post home delivery subscribers who are no longer receiving a discounted rate. The program is designed as a value-added benefit for home delivery subscribers.

Eligible subscribers must apply for membership in the PostRewards program. The PostRewards card is a discount card that is linked to the member's own credit card. Once an eligible home delivery subscriber has applied and been approved, they will receive their card and other program information in the mail, including monthly

updates about the program. When they dine out at one of the many participating restaurants in the District, Maryland, and Virginia, PostRewards members simply present the card when it's time to pay the bill and sign the check for the full amount. PostRewards will deduct the 25 percent off the food and beverages purchased, and bill the credit card in a lump sum at the end of the month. Monthly statements will be sent to PostRewards members showing each transaction and the related savings.

For more information, or to sign up for PostRewards, go online to [www.washingtonpost.com/postrewards](http://www.washingtonpost.com/postrewards) or call 1-877-333-0024. ■





## Book Club Event

The Washington Post Book Club is hosting an evening with three popular mystery and thriller writers including



Michael Connelly, George Pelecanos and Stephen Hunter,

who is also a Post movie critic. The event is on Wednesday, May 19 at 6:30 p.m. at the Omni Shoreham's Regency Ballroom at 2500 Calvert Street, N.W. (at Connecticut Ave.) in the District. The authors will discuss their books, which will be followed by a book signing. Snacks will be provided. Discounted tickets for employees are \$10 and reservations are required. For more information or to purchase your discounted tickets, call Lola Perantonakis, Marketing, at x4-6494.

## Bloodmobile at Northwest Building

The Northwest Health Center will host the American Red Cross Bloodmobile on Tuesday, May 25 from 8:30 a.m.-1:45 p.m. in the new second floor space meeting rooms one through three. You will enter down the ramp



PHOTO - CHRISTINE SWERDA-POOLE

Steve Poole, IT/College Park Plant, was a participant in the City of College Park's Ride Your Bike to Work Day on Friday, May 7.

behind the cafeteria. All donors will have a chance to win two tickets on a Bahamas cruise through a drawing by the National Capital Chapter of the American Red Cross.

To make an appointment, call the Health Center at x4-7192.

## Career Development Brown Bag

The Organization Development & Training (OD&T) Department is hosting guest speaker Craig Coble of Coble Consulting for a brown bag lunch on Tuesday, May 18, from noon to 1:15 p.m. in the 1st floor Sousa meeting room. Topics of discussion will

include creating short and long term career goals, networking and building support systems, examining the causes of career failure and understanding the competitive environment. To make a reservation to attend, call the OD&T Hotline at x4-5425.

## Ned Visits Maryland



PHOTO - BONNIE SMITH

Ned the Newsound traveled to Maryland on Saturday, May 1 to meet and greet readers at two community events. He made his first visit to Southern Maryland to participate in "Celebrate La Plata." The event was a spring festival that was also a remembrance of the two-year anniversary of the tornado that devastated the town. Ned also participated in the annual Berwyn Heights Day family event in the neighborhood adjoining the College Park Plant.

## Marketplace

**FOR SALE:** Olympus D600L digital camera – used/good condition(\$150). Sharp VL-H410 ViewCam PAL camcorder w/ 6x digital zoom and 4" LCD color monitor includes AC adaptor/charger and two lithium batteries – used/good condition (\$150). Rubbermaid 60" covered wardrobe/garment storage closet – new in box (\$25). Please call Wendy Armstrong at armstrongwl@washpost.com, or at (301) 748-9170.

**FOR RENT:** Studio apt. - 3 blocks from The Post! Great apt. has stainless steel appliances, granite countertops, hardwood floors, and marble bathroom. Located on N St., N.W. in secure building with rooftop pool. Ready July, \$1,300 includes utilities and garage parking. Call Paul at (202) 387-5704.

**FREE IGUANA:** Lovely, calm blue-green lizard plus large cage and climbing apparatus. She is a vegetarian, about 4' 5" long (mostly tail). A unique, easy-to-care-for pet. Will deliver. Call Jeanne at x4-6582 or (301) 604-5830. Please leave message.

**QUILTER NEEDED ASAP:** I need somebody to complete a partially finished quilt - this is my wedding present to my brother - in time for his wedding at the end of May. The front part of the quilt is complete, but the backing is not. I will pay whatever we decide is reasonable for this service. Please contact Beth Howe at howeb@washpost.com, or at (202)438-5653.

**FOR SALE:** Gray 1998 four-door Cadillac Brougham, 100,000 miles, four new mounted tires, 12 disc CD changer, in excellent condition. Call Jeff at (202) 257-3965.

**FREE:** About two years of daily comic pages torn from The Post (originally intended for retirement reading.) Unbound but organized mostly by dates. No Sunday comics. Ideal for gag birthday gift or contest prize. First call, first served. Will deliver to Northwest Building. Call Al Manola at (202) 223-0690 before May 14.

**FOR SALE:** 2003 Kawasaki ZRX 1200R, only 1,600 miles, neon green and black, garage kept, showroom condition. Price includes two matching helmets. \$6,800. Call Barbara at x8-1721 or Mark at (202) 327-1569.

**FOR RENT:** Large upstairs room in single family house in McLean, Va., mutual use of kitchen, lr/dr, w/d & bath. Great for IT personnel in new location. \$600 mo. + dep. Call Diane at x4-5689 or (703) 448-1977.

**FOR SALE:** 2002 Chevrolet Impala, 90,000 miles, \$6,200. Contact Jermaine at (240) 472-1414.

### FREE ADS!

Reach more than 2,000 Post employees with your free ad in Marketplace.

The deadline for ads is Friday at noon and your ad will appear in the next Thursday's ShopTalk. (Please note ShopTalk will not be published on Thursday, March 11.) Send your ad via email to [ShopTalk@washpost.com](mailto:ShopTalk@washpost.com) or fax to x4-4963. Ads are for Post employees only and must include your name, extension and home phone number. Ads run two issues unless otherwise requested. One ad per employee per issue, please.

Questions? Call Lisa Connors at x4-6803.