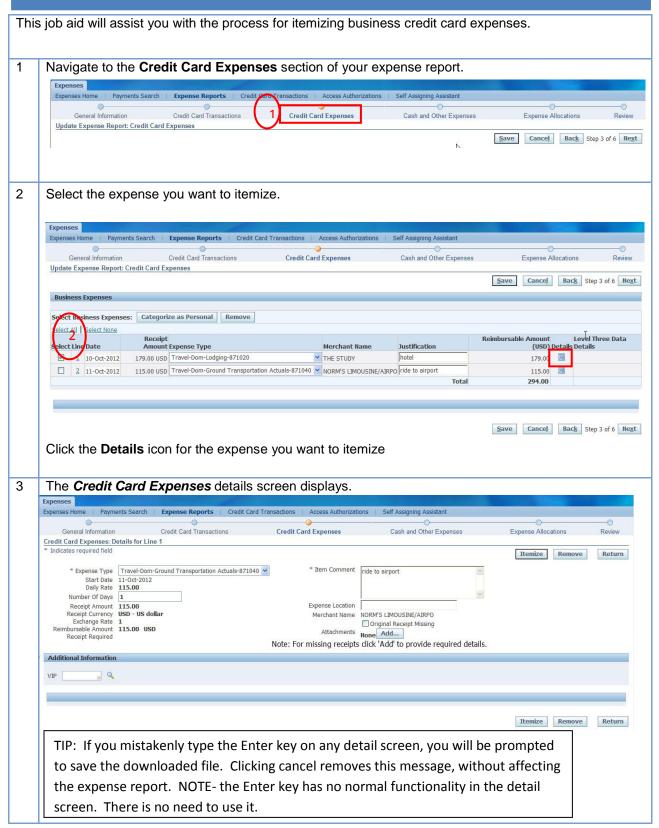
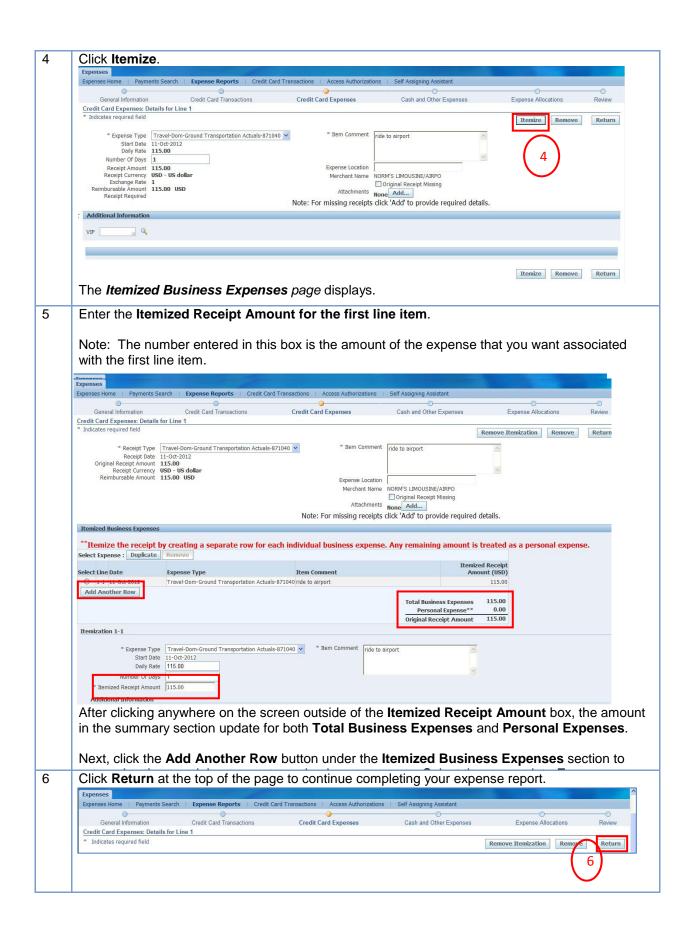
Quick Guide Itemizing Business Credit Card Expenses (Itemize)





Type of Questions	Who to Contact	Contact Information
Log-in	ITS Help Desk	Hours: Monday - Friday 7:00 AM - 9:00 PM
Password		Phone: 203.432.9000
		Email: helpdesk@yale.edu
System Functionality		
P-T-A-E-O	Yale Shared Services	Hours: Monday - Friday 8:00 AM - 5:00 PM
VIP		Phone: 203-432-5394
		Email: yss.ems@yale.edu
Policy & Procedure	E-Commerce	Scott Lucker, Associate Director E-Commerce
Deployment		203.436.4184_
		scott.lucker@yale.edu
Transition from Concur to		Kathy Chambers, Manager, E-Commerce
EMS iExpense		203.432.9977
New access requests		Katherine.chambers@yale.edu