

OFFICE OF STATE TRAVEL
CALL PROCIANAVE
WORLD'S WORK
Training

March 2017

AGENDA

- 1. Review of Report
- 2. Review of Terms
- 3. Review of
- 4. Review of
- 5. Review of Applicable 2nd Level Approvers
- 6. Review of
- 7. Review of
- 8. Review of
- 9. Review of
- 10. Review of

MEMBERSHIP REQUIREMENTS

▶ Annual

- ▶ All participants must complete a course of instruction with their role in the program.
- ▶ All participants must complete the Agent's Manual with their role in the program.
- ▶ Candidates must pass a written exam and participate in a training program.
- ▶ Demand for agents is high and approval is limited. Candidates must be reviewed and approved by the company.
- ▶ The Financial Services Commission also reviews the application process.
- ▶ Agents must be licensed in the state where they are working.

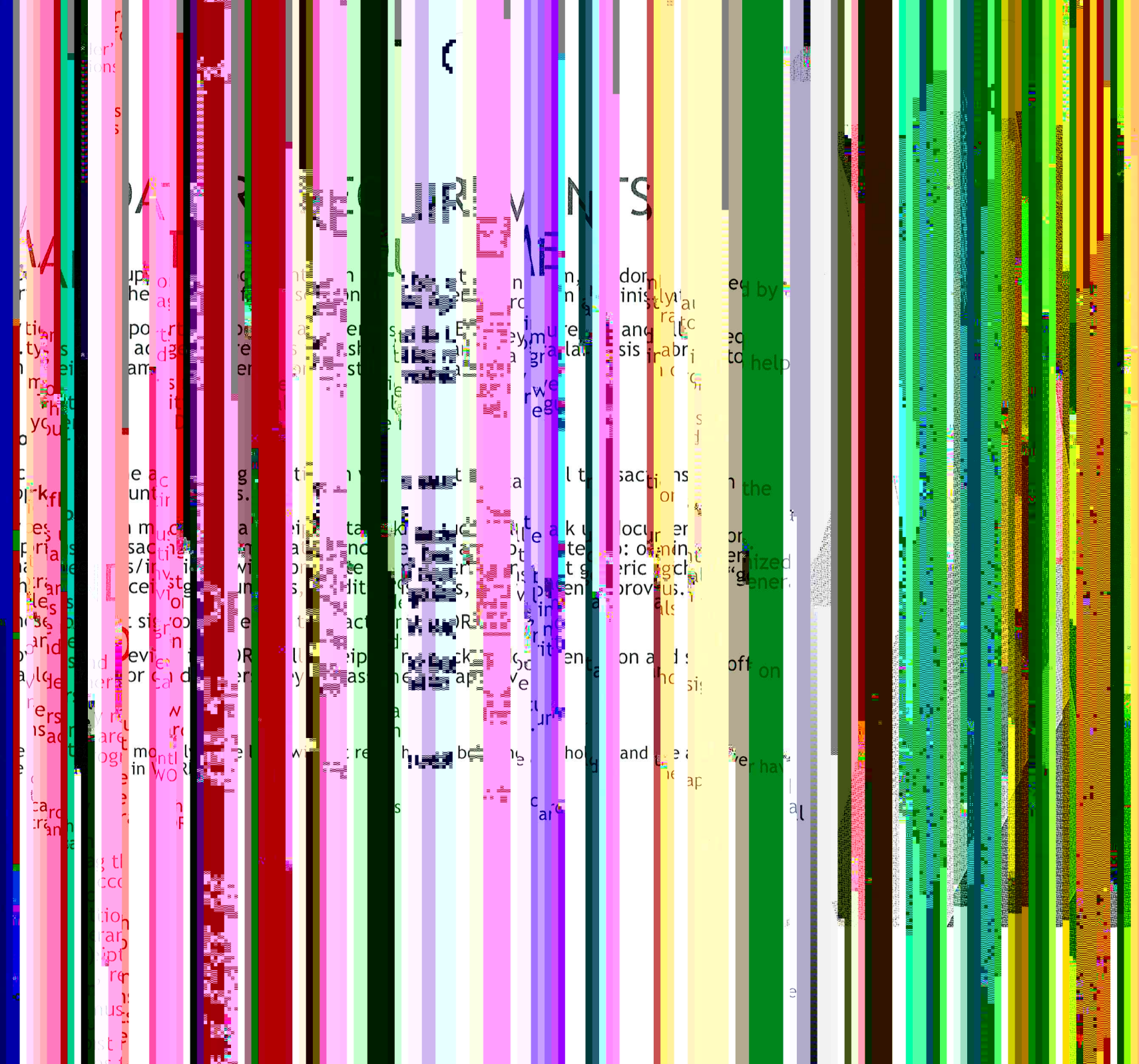
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COMPLIANCE

► Purpose

The purpose of the financial compliance program is to ensure that the organization complies with applicable laws and regulations. The program is designed to provide the necessary framework to ensure that the organization remains compliant with all applicable laws and regulations.

► Reviews

The Compliance team will conduct regular reviews of the program to ensure its effectiveness. The reviews will be conducted on an annual basis, or more frequently if necessary. The results of the reviews will be reported to the Board of Directors.

► Responsibilities

The Compliance team is responsible for the development, implementation, and maintenance of the compliance program. The team will also be responsible for providing guidance and training to employees on compliance matters. The Compliance team will also be responsible for monitoring the program and reporting any deficiencies to the Board of Directors.

► Reporting

The Compliance team will report to the Board of Directors on a regular basis. The reports will include information on the program's effectiveness, any deficiencies identified, and the steps being taken to address those deficiencies.

► Objectives

The objectives of the compliance program are to ensure that the organization complies with all applicable laws and regulations, to minimize the risk of legal and financial consequences, and to promote a culture of integrity and ethical behavior. The program will also be designed to ensure that the organization is able to identify and address any compliance issues in a timely and effective manner.

► Scope

The compliance program applies to all employees of the organization, regardless of their position or location. The program also applies to all business operations of the organization, including those conducted in other countries. The program will also be designed to ensure that the organization is able to identify and address any compliance issues in a timely and effective manner.

► Monitoring

The Compliance team will monitor the program on an ongoing basis. This will include conducting regular audits of the program, as well as monitoring the organization's compliance with applicable laws and regulations. The Compliance team will also be responsible for providing guidance and training to employees on compliance matters. The Compliance team will also be responsible for monitoring the program and reporting any deficiencies to the Board of Directors.

► Enforcement

The Compliance team will enforce the program by taking appropriate action against any employees who fail to comply with the program. This may include disciplinary action, up to and including termination. The Compliance team will also be responsible for providing guidance and training to employees on compliance matters. The Compliance team will also be responsible for monitoring the program and reporting any deficiencies to the Board of Directors.

► Training

The Compliance team will provide training to all employees on compliance matters. This training will be provided on an annual basis, or more frequently if necessary. The training will cover the organization's compliance program, as well as applicable laws and regulations. The Compliance team will also be responsible for providing guidance and training to employees on compliance matters. The Compliance team will also be responsible for monitoring the program and reporting any deficiencies to the Board of Directors.

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STEPS TO SIGNING OFF A TRANSACTION IN SECOND LEVEL APPROVAL (if applicable)

1. Must have the Scoped Account Role for the group they are approving;
2. Log into Work - <https://payments.works/home>
3. Follow instructions for the Approver

ELLINGWOOD LOG

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ANALYSIS POINT

1. Log into <http://bankofamerica.com>
2. Click on [Home](#)
3. Click [Tools](#) in the dropdown
4. Click on [EFT](#) includes EFT File
5. Click on [Add](#) should default to [EFT](#) Cycle Date Field, select [Previous Cycle](#) and click OK
6. Scroll to [Submit](#) (use [Print](#) format)
7. Complete screen appears when [Print](#) is clicked
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