

INSIDE PFW

CAMPUS NEWSLETTER



For Faculty and Staff

September 22, 2026



Bring Your Mastodon Spirit to DonFest

Want to be part of the fun at DonFest? Volunteer! It's a chance to connect with colleagues, welcome guests, and help bring this campus celebration to life.

Take a look at the available volunteer opportunities and pick a shift that fits your schedule. A little of your time can help make a great day for everyone.

[SIGN UP TO VOLUNTEER](#)

Campus-Wide Emergency Alert Test Scheduled for Friday

Purdue Fort Wayne will conduct a semiannual test of its emergency notification system at 2 p.m. on Friday, September 25.

In the event of severe or inclement weather, the test will be rescheduled.

Follow this link to view the steps to follow during an emergency, including a tornado. Additional information can be found on the campus's **Safety and Security website**.

If you haven't already, please consider signing up to receive **emergency mobile alerts**, which arrive much faster and with greater reliability than automated phone calls.

Delegates Now Able to Manage Missing Travel Receipts in Concur

After a recent update to Concur, a traveler's delegate is now able to create Missing Receipt Declarations directly in the system when a required receipt is unavailable. The update aims to reduce back-and-forth communications and processing delays.

What to know

- Missing Receipt Declarations cannot be used for airfare, hotel/lodging, vehicle rental, or registration expenses. Travelers must provide receipts for these expense types. If a receipt is missing, contact the vendor to request a duplicate copy; no exceptions are allowed for these items.
- Missing Receipt Declarations can be used for certain expenses of \$75 or more, including ground transportation, parking, tolls, or hospitality.
- Use the Missing Receipt Declarations option only when a required receipt is unavailable and supporting documentation is needed before submission.
- The process stays within Concur, using the same integrated form **introduced for travelers in July**.
- Traveler responsibility remains unchanged. Travelers remain responsible for the accuracy and completeness of their expense reports, must initially submit their own reports in Concur, and should obtain required receipts whenever possible.
- The audit trail records delegate activity when a delegate creates the declaration on behalf of the traveler.
- Documentation requirements still apply. If a receipt is missing, travelers or their delegates should contact the vendor for a duplicate copy before submitting the declaration and note that all reasonable efforts were made to obtain the original receipt.
- Missing documentation may affect reimbursement. If required documentation is not provided within 10 business days of the request, the expense may be marked as personal and not reimbursed by the university.
- A **Quick Reference Guide** is available for step-by-step instructions on completing the

process.

Questions may be directed to Purdue Travel at purduetravel@purdue.edu.

Eventful

There's always plenty to do at Purdue Fort Wayne. To find your favorites—or discover new activities—check the full [events calendar](#) often to see what's happening on campus.

SEPTEMBER

25

Fri., 10–11:15 a.m.

Well-Aware Certificate Training Series: Well-Aware 1: Notice

The Well-Aware Certificate Training Series helps faculty and staff build practical skills for recognizing when someone may be struggling, responding when someone may be at risk for suicide, and connecting students with campus and community resources...

SEPTEMBER

25, 26

Fri. & Sat., 8 p.m.; Sept.
27, 2 p.m.; Oct. 1–3, 8
p.m.

Devil Boys from Beyond

This comedy, full of ribald humor and classic sci-fi camp, will make you look at Pluto, and Florida, in a whole new light...

SEPTEMBER

26

Sat., 5–7 p.m.

American Liszt Society with Hamilton Tescarollo and Jonathan Young

PFW music faculty Hamilton Tescarollo and Jonathan Young will present a two-piano and solo program featuring favorite works by Liszt, Rachmaninoff, and Guastavino...

On the Job

Check out the new faces in new places.

New Hires

- Gloria Zamudio, custodian | Building Services

In a Snap

Seen and noted around campus. Monitor our university social feeds for more great moments of Mastodon life.



Constitution Day was celebrated with many activities on Thursday in the Walb International Ballroom.

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Inside PFW is produced twice weekly on Tuesday and Thursday by the Office of Communications and Marketing. *Inside PFW Special Edition* is a supplement to the regularly scheduled newsletter. It covers breaking news and time-sensitive information directly related to university operations.

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