



## My Experience as a BIP Intern at Fermilab

Quinn Callahan  
Final BIP Project  
22 May 2024

- BIP Intern in Accounting since January
- Graduate from Aurora University (2022 & 2024)
  - Bachelors Degree in Business Administration, minors in Spanish and Psychology
  - Masters of Business Administration in Strategic Management
- Hobbies: Traveling, watching movies, hanging out with friends



- Very open minded- not a lot of experience with Fermi in the past
- Get to know more about what goes on at Fermi outside of my work scope
- Little experience with accounting prior to internship, wanted to learn more about what goes on
- Gain experience using new technologies and processes



- Initial interview with my supervisor, Susan Schaer
  - Learned about her experience at Fermi, how to handle some of the more stressful situations within accounting, and why she likes working here
- Fermi Tour
  - Learned more about the mission and vision of Fermi, along with seeing what goes on outside of my normal work location
- Lunch and Learn series
  - Learned about the entrepreneurship of some of the systems at place in an environment like Fermi

# What I Have Been Doing

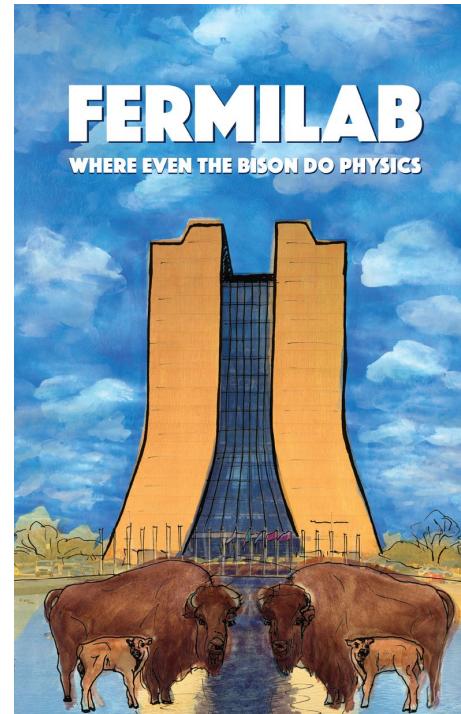
FERMILAB-SLIDES-24-0108-STUDENT

- Travel: audit travel vouchers for reimbursement of expenses that are incurred by travelers
- General Accounting Disbursements: manage GA inbox and initiate reimbursement for GA and Petty Cash requests
- Accounts Payable: pay the invoices of services and goods received by Fermi, also initiate payment for invoices from the CERN facility



- Travel: Collaborated with Michael and Elena on completing travel vouchers, gaining experience with various guidelines from Fermi and the DOE and having extensive communication with admins and travelers
- GA Disbursements: Work with Valerie to expedite the process times of Petty Cash & GA requests, created a working spreadsheet to status of payments, communicate with approvers and requestors
- AP: Help the AP team with taking over three letters of invoices and the CERN invoices from Leonor, still a work in progress but I am gaining extensive experience of Oracle and knowing more about PO's

- Extensive use of Oracle AP & GA Analyst
- Fermi Travel System
- Outlook- AP Invoices & GA Reimbursements
- Excel- GA Request Tracker



# Materials

## FERMILAB-SLIDES-24-0108-STUDENT

AP invoices		20
Archive		
> Conversation History		
Deleted Items		
Drafts		
Inbox		3
Debbie's Invoices		N P R THERMFLO, NICOR
> JAKE'S INVOICES		I J K C G Q
> KIM'S INVOICES		Telecom CK ENCLOSED
> LEONOR		
> QUINN'S INVOICES		D E F ARUP CERN
Cerns		28
Completed		
Statements		
> VALERIE'S INVOICES		V X Y Z FRT WM
> MARILYN'S INVOICES		L M T U W
> Debbie Haish invoices		A B H O S
> REYNA'S INVOICE		39
> MISC.& STATEMENTS		& CINTAS
RC - REJECTED INV. & PROCUREMENT		10/1/20
Statements		
> SUSAN'S INVOICES		3
Junk Email		
Outbox		
RPA - Statements - Testing		
RSS Feeds		
Sent Items		

### General Accounting Requests Tracker

Received Date:	Type:	Payee:	Amount:	Acct. Approver:	Date:	Status:	Updated Status:	Processed:	Notes:
25-Apr-24	Petty Cash	Ivy Gibson	\$ 109.99	Enrique	25-Apr-24	Pending Acct. Approvals	Approved	Quinn	
25-Apr-24	GAPR	John Szott	\$ 280.79	Enrique	25-Apr-24	Pending Acct. Approvals	Approved	Valerie	Mary-Ellyn reach out to GA for payment status but re
23-Apr-24	Petty Cash	Marguerite Tonjes	\$ 65.23	Sandra	29-Apr-24	Approved	Approved	Quinn	GA CHECK
23-Apr-24	GAPR	James Hirschauer	\$ 434.94	Sandra	29-Apr-24	Approved	Approved	Quinn	
30-Apr-24	GAPR	SURF	\$10,000.00	Sandra	30-Apr-24	Approved	Approved	Quinn	GA CHECK- ADDRESS CHANGE
1-May-24	GAPR	Jill E. Ryan	\$ 237.49	Sandra			Approved	Quinn	
20-Feb-24	GAPR	David Sutter	\$ 400.00	Sandra (at the time	22-Feb-24	Approved	PENDING	Valerie	vc Reimbursement was processed on 05/01/24 because
9-Apr-24	GAPR	African School...	\$ 5,000.00	Sandra	15-Apr-24	Pending Susan's approval		Valerie	May need to be wired.
2-May-24	GAPR	Emily Bialas	\$ 141.83	Enrique	3-May-24	Pending Acct. Approvals	Approved	Quinn	
2-May-24	GAPR	Joshua Sobrin	\$ 102.08	Sandra	3-May-24	Pending Acct. Approvals	Approved	Quinn	
2-May-24	Petty Cash	Shade Amole	\$ 51.13	Enrique	3-May-24	Pending Acct. Approvals	Approved	Quinn	
2-May-24	Petty Cash	Ryan Treece	\$ 220.00	Enrique	3-May-24	Pending Acct. Approvals	Approved	Quinn	
1-May-24	GAPR	Agnes Chavez	\$ 500.00	Sandra	3-May-24	Pending Acct. Approvals	REJECTED	Quinn	waiting on updated signature
1-May-24	GAPR	Mischa Zupko	\$ 500.00	Sanrda	3-May-24	Pending Acct. Approvals	Approved	Valerie	waiting on updated signature/ update: sent to Sandr
7-May-24	GAPR	NIU Outreach	\$15,000.00	Enrique	5-May-24	Pending Acct. Approvals	Approved	Valerie	
9-May-24	Petty Cash	Maureen Hix	\$ 88.92	Enrique	10-May-24	Pending Acct. Approvals	Approved	Valerie	
8-May-24	GAPR	Dylan Temples	\$ 88.02	Sandra	9-May-24	Pending Acct. Approvals	Approved	Valerie	
8-May-24	GAPR	Dylan Temples	\$ 93.77	Sandra	9-May-24	Pending Acct. Approvals	Approved	Valerie	

### Voucher View: Vouchers Waiting My Approval

Export to Excel

Drag a column header and drop it here to group by that column

	Voucher Id	Acc...	Traveler	Div...	Dep...	Ret...	Type	Tra...	TA Id	Cur...	Ora...	V# ...	Due...	Due...	Status	Rel...	Reopened V...		
	<a href="#">VCH022926</a>	05/15/2...	Ponzio, Bruno	PPD/Mu2e	05/05/2...	05/17/2...	Domestic	Non Fermilab Employee	<a href="#">TA026441</a>	Accounti... Approved	925648	05/15/2...	\$0.00	\$0.00	Submitted		Closed		
	<a href="#">VCH022924</a>	05/16/2...	Baradia, Sweta	PPD/CM...	Guest & Visitor	01/07/2...	07/26/2...	Per Diem Only	Non Fermilab Employee	<a href="#">TA024937</a>	Accounti... Approved	925715	05/16/2...	\$2,676.60	\$0.00	Submitted		Closed	
	<a href="#">VCH022920</a>	05/15/2...	Bauerdick, Lothar	PPD/CMS	05/08/2...	05/10/2...	Domestic	Fermilab Employee	<a href="#">TA026132</a>	Accounti... Approved	925596	05/15/2...	\$822.85	\$0.00	Submitted		Closed		
	<a href="#">VCH022916</a>	05/15/2...	Baxter, Daniel	ETD / FQI	05/05/2...	05/09/2...	Domestic	Fermilab Employee	<a href="#">TA026014</a>	Accounti... Approved	925579	05/15/2...	\$1,096.63	\$0.00	Submitted		Closed		
	<a href="#">VCH022912</a>	05/15/2...	Hsu, Lauren	PPD/ Astro	05/05/2...	05/08/2...	Domestic	Fermilab Employee	<a href="#">TA026115</a>	Accounti... Approved	925644	05/15/2...	\$1,014.91	\$0.00	Submitted		Closed		
	<a href="#">VCH022904</a>	05/14/2...	Sabatino, Dave	SEMD	04/22/2...	04/23/2...	Domestic	Fermilab Employee	<a href="#">TA026161</a>	Accounti... Approved	925440	05/14/2...	\$198.23	\$0.00	Submitted		Closed		

- Large impact on my communication, multi-tasking, and technology abilities
- Learned how to communicate professionally and effectively through various channels
- Ask for help when needed
- Being able to allocate appropriate amounts of time to complete all tasks quickly and efficiently
- Evaluate level of importance of work, and plan accordingly
- Learn how to use a variety of different systems and software's to accomplish the task at hand

- Understanding of the importance of the Accounting Department, and of each individual role within it
- Ability to build off my experiences here to apply to future roles
- Improved my public speaking skills
- Learned how to work within a professional environment
- Gained more confidence in my skills and abilities



# Thank you for attending!

Quinn Callahan