Business Services

Sandy Chapman, Controller (schapman@uwlax.edu) 608.785.8599
Business Services Office: 125 Graff Main Hall
Phone: 608.785.8554
Home Page: http://www.uwlax.edu/business-services/
Email Address: BusinessServices@uwlax.edu
Business Services

Administrative Support: John Elmer
Accounts Payable & Travel: Christina Rickert, Accounts Payable Manager
Cashiers Office & Accounts Receivable: Lisa Drazkowski, Accounts Receivable Manager
Contracts, Risk Management, & Record Retention: Scott Holmen
Grant Accounting: Paula Lund
Procurement Card Administration: Ekco Jensen
Purchasing: Steve Sisul
WISDM, Rev/Exp Transfers, & Capital Equipment: Jason Steiner, General Accounting Manager
Business Services - Coming Soon

- Payments to Research Participants Policy and Procedures
- Cash Handling Campus Education including Site Visits
- Improved Purchase Requisition Form
- University Procurement Card Review
- Fall Newsletter
Travel e-Reimbursement

Policy Effective Date: September 1st

Contact Person: Christina Rickert, Accounts Payable Manager

Email: crickert@uwlex.edu       Phone: 608.785.8555
Travel e-Reimbursement Workflow

Workflow
- Traveler - Alternate
- Direct Supervisor
- WISDM Manager - Designee
- Grant Accountant
- Accounts Payable

Process
- Enters expenses, adds attachments
- Approves travel, payment
- Approves travel, payment
- Approves payment, within grant
- Audits expenses to ensure compliance with travel policies
Travel e-Reimbursement Attachments

- Business Purpose - agenda, schedule of events, description
- Registration - dates, location
- Transportation
- Lodging
- Meals
- Receipts
Travel Receipt Requirements

The I.R.S. recommends that business travelers always keep receipts for personal tax filing purposes. University policy requires that the following receipts be provided with any reimbursement request. For E-Reimbursement users, attach receipts and supporting documents using the attachment features in the application.

<table>
<thead>
<tr>
<th>Receipt Requirements For All Expenses</th>
<th>Receipt Requirements For Expenses $25 and over</th>
<th>No Receipts Required For Expenses Within Allowed Maximums</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Airfare and penalty fees (Change/Cancel)</td>
<td>• Checked Baggage</td>
<td>• Personal meals, as allowed, within established maximums</td>
</tr>
<tr>
<td>• Travel agency service fees</td>
<td>• Parking</td>
<td>• Tips and gratuities for hotel employees: $2.00/day</td>
</tr>
<tr>
<td>• Amtrak or other long-distance rail carrier</td>
<td>• Taxis/Shuttles</td>
<td>• Porter/Skycap tips: $1.00/bag</td>
</tr>
<tr>
<td>• Lodging</td>
<td>• Commuter Rail/Subways</td>
<td>• Bottled water for international travel: $7.50/day</td>
</tr>
<tr>
<td>• Vehicle rentals</td>
<td>• Tolls</td>
<td>• Personal call from international travel destination: $10/day</td>
</tr>
<tr>
<td>• Gasoline</td>
<td>• Registration fees</td>
<td>• Business communications – $5.00/ per charge</td>
</tr>
<tr>
<td>• Laundry services</td>
<td>• Passports, visas, and required vaccinations</td>
<td>WI-FI/Internet</td>
</tr>
<tr>
<td>• Hospitality/Hosted meals</td>
<td></td>
<td>Fax</td>
</tr>
<tr>
<td>• Other reimbursable expenses within policy</td>
<td></td>
<td>Landline phones</td>
</tr>
<tr>
<td>• Any expense in excess of established maximums (with justification)</td>
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</tbody>
</table>
Travel e-Reimbursement Workshops
Held in the Business Services Office - 125 Graff Main Hall
To Register: Call 785-8554 or Email BusinessServices@uwlatx.edu

- Wednesday, September 9th - 9:00 a.m.
- Thursday, September 17th - 2:00 p.m.
- Tuesday September 22nd - 9:00 a.m.
- Wednesday, September 30th - 1:00 p.m.
- Thursday, October 8th - 9:00 a.m.
- Tuesday, October 13th - 1:00 p.m.
- Wednesday, October 21st - 9:00 a.m.
- Wednesday, October 28th - 1:00 p.m.
UW System Travel Policies Highlights

Effective Date: October 5th

- Policy to echo travel program goals per Board of Regents policy
- Payment by Purchasing Card only for Airfare, Lodging, and Vehicle Rental
- Guidance on Booking Travel and Lodging
- Meals & Incidental Per Diem Allowances per GSA (General Services Administration) rates
- Mileage Rates
- Lodging Rates
Technology Purchases

Purchasing: Steve Sisul and Gerry Hyzer
ITS: Jim Jorstad and Mohamed Elhindi

- Purchase with Procurement Card is Prohibited
- Purchase made through ITS and/or Purchasing
- ITS Campus Purchasing Page (Jim Jorstad & Mohamed Elhindi)
  - Desktop and Laptop Computers
  - IP Phones
  - Mobile Devices
  - Accessories for Computers, IP Phones, & Mobile Devices
  - Printers and Printer Maintenance Plans
  - Software
- Shop@UW (Steve Sisul & Gerry Hyzer)
  - IT Peripherals
- Purchasing (Steve Sisul & Gerry Hyzer)
  - Apps and Subscriptions
- University Bookstore
  - IT Peripherals
Driver Authorization

Policy Effective Date: October 1st

Contact Person: Scott Holzem, Risk Management

Email: sholzem@uwlox.edu  Phone: 608.785.8569
Drivers Authorization
Policy Highlights

- Any one driving a vehicle on University business is required to complete a Drivers Authorization Application to become an approved driver.
  - Applies to any driver: employees, students, volunteers
  - Applies to any vehicle: University-owned, personally owned, rented, leased
- **Minimum Driving Qualifications**
  - Must be 18 years old and have a valid operator’s license
  - Must have a minimum of 2 years licensed driving experience
  - License must have been reinstated at least one year after revocation
  - Cannot have an OWI (Operating While Intoxicated) or DUI (Driving Under the Influence) violation in the past year
  - Cannot have 3 or more moving violations or ‘as fault’ accidents within two-year period prior to application or within two years of being authorized
Drivers Authorization
Policy Highlights

- The **driver** is responsible for completing the application and becoming authorized prior to driving a vehicle on University business. The driver is to inform the supervisor and Police Services of changes in their driving record.

- **Supervisor** is responsible for approving the use of a vehicle on University business to ensure the driver has an approved Driver Authorization Application on file with University Police Services prior to driving.

- **Police Services** is responsible for obtaining and reviewing driving records and notifying the supervisor of the outcome. Access to the list of approved drivers will be limited to those who review vehicle-related expenses.

- Application is completed annually by:
  - Drivers with out-of-state licenses (Also complete a Notarized Statement of Driving Record)
  - Students
  - Non-employee volunteers

- Application completed every three years by:
  - Non-student employees with Wisconsin drivers license
Driver Authorization Application

- **Information Requested:**
  - Driver Name, Contact Information & Date of Birth
  - Driver’s Relationship to University
  - Supervisor Name & Contact Info.
  - Department and Travel Purpose
  - Drivers License Number, Issuing State & Expiration Date
  - Drivers License Status, Number of Years Driving & List of Violations

- **Application Process:**
  - Driver Complete, Sign, & Submit to Supervisor
  - Supervisor Review, Sign, & Submit to University Police
  - University Police obtains driving record & reviews
  - University Police notifies supervisor of outcome
  - Supervisor notifies driver of outcome
Drivers Authorization Policy Communication

- Administrative Support Workshop - August 21
- Campus Connection - August 24
- Fall Chairs Workshop - August 27
- First Campus Email - September 8
- Second Campus Email - September 22
- Business Services Newsletter - Fall
- Human Resources - New Employee Onboarding
- Ongoing - Procurement Card Auditing
- Ongoing - Travel e-Reimbursement Processing