

## REIMBURSEMENTS



*I do what?!*

### Your guide is here!

Ever wonder how to make your way around in a new city? Most people have a basic understanding of traffic but places can often be confusing. Ever feel that same way about JSIS paperwork?

Well we – the Jackson School Business Office - are here to help. We'll help guide you down the proper and most efficient path to get you where you need to go.

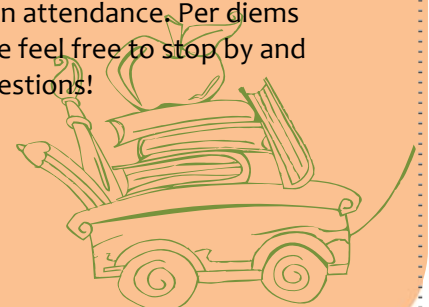
We have created this newsletter for you to use as a tool in your toolbox. Think of it as a helpful guide and it's ready for you when you need it. Our plan is to make this a periodic newsletter you can receive in your in-box. It will be posted to the Business Office web page as well.

We'll share ideas and thoughts on Business Office topics like reimbursements, honoraria, payments to vendors, travel and more. We also welcome questions, comments and suggestions!

We hope you like the format. Let us know what you think!

In this first edition, we thought we would start with talking about reimbursements. The University of Washington understands the need for items to be purchased through the normal course of business. Most items like office supplies can be purchased through the procurement system and charged directly to the right budget. However, there are times where someone is “out in the field” and needs to purchase something using their own funds. That's when you can be reimbursed for “business related” expenses.

- Please hang on to those all-important receipts!! Yes, regardless of cost, we need to show that those items were actually paid for by you in order to be reimbursed. Please submit itemized receipts.
- We also need signatures confirming it is Ok to charge any budget. Best practice says to talk it over with your group to decide: what kind of things are expected to be reimbursed, by whom and to which budget. Planning ahead is always a good idea!
- Many people at the Jackson School are multilingual, which makes for a great workplace. When it comes to receipts, however, the University requires we submit receipts in English (or translated into English). Yes, we in the business office don't get out much!
- Finally, for those who have meals during business meetings, we ask you to be mindful of the per diem rates. We are allowed to reimburse someone up to the allowable per diem per person. Included with this, the University needs to know who all was in attendance. Per diems can be tricky so please feel free to stop by and ask one of us your questions!



## WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok here is a list of who works with what topic:

**Dvorah** – Approvals, budgets and all things in charge. [dvorah@uw.edu](mailto:dvorah@uw.edu)

**Sarah** – Grants Manager. [guthu@uw.edu](mailto:guthu@uw.edu)

**Kaitlyn** – Payroll, receivables. [xql@uw.edu](mailto:xql@uw.edu)

**Jim** – Reimbursements, invoices, CTA, ProCard. [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

**Diane** – Travel. [dscillo@uw.edu](mailto:dscillo@uw.edu)

## WHAT FORM DO I USE?

There are times when we need to pay someone for a lecture and there are times when we need to pay a vendor for their services. Here are some brief descriptions about our forms to keep in mind:

**JSIS-93 & Form 1631:** is used for paying an invited guest speaker at lectures and workshops.

**JSIS-93 & Form 1632:** is used to pay an independent contractor for services like moderators and editing content. They need to provide an invoice.

**JSIS-95:** is used to pay vendors who have provided services. These vendors need to be registered with the UW. Ask for details.

**JSIS-80:** is used for meal reimbursements. This form lets us know the number of attendees and their affiliation. We use this to determine per diem totals.

We invite you to attend any of our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



## Happy Endings

Here is our fun trivia question of the day:

Question: How many fiscal people does it take to change a lightbulb?

Answer: Three, one to review and enter the request, one to approve said request and one to climb the ladder and change the bulb.

Hope you enjoy!

From all of us here at the Jackson School Business Office; Have a wonderful day!  
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

