



JSIS BUSINESS OFFICE NEWS

A periodic newsletter brought to you by the folks on the fourth floor.

VOL. 2017, ISSUE 1

OCTOBER 2, 2017

Stories in this newsletter



Welcome



Honoraria



Travel



Final Thoughts

Welcome and Hello!



Welcome to the new Biennium, the upcoming Fall Quarter and the new newsletter! You know the old saying, “the only constant is change!”

Each of us have many tasks we perform throughout the week. And as the UW is a State Institution, there are often rules in place that dictate how we accomplish those tasks. In order to help us all better plan ahead, we thought it useful to share how long some common requests take to process. Please keep in mind that these times should be viewed as a guideline - and presume that the paperwork is complete and correct.

Honoraria



Honoraria are a wonderful way to attract speakers or experts to your event, and are a nice way to recognize and thank them for sharing their knowledge. Most events at JSIS are planned months in advance; our recommendation is that once you have confirmation of the amount of the honorarium, submit the paperwork to the Business Office. If possible please try to get them in four weeks in advance. It’s our goal to have checks ready for you to hand your guest at the event. Keep in mind that Non-Residents need to submit additional documentation. The process for these is longer even after the JSIS Business Office approves the request. The UW then takes an additional two-to-four weeks to process these honoraria, so eight weeks should be the total amount of time to allow.

Travel



Conferences, workshops and lectures are valuable opportunities for faculty, staff and students to engage and collaborate with others. There are many state and federal rules that dictate how we reimburse a traveler’s expenses. On average, it takes three weeks to process domestic travel reimbursements; international travel can take four weeks. To help speed the process along, please remember to submit one sided copies and itemized original receipts with your request. We often have questions when processing travel reimbursements so if you see an email from us after you submit your request, please read and respond quickly so as not to slow down the processing. Diane is happy to meet with you in person however she works part time and posts her hours on the door of her office for your reference.

Final Thoughts



We had some really great feedback regarding our “Happy Endings” section in the prior newsletter. So, to keep the tradition alive, we’ll include some good thoughts, fun facts or interesting quotes in this section. Such as:

- Did you know the fortune cookie was invented in San Francisco?
- Did you know a duck can't walk without bobbing its head?
- If all the world's a stage, then where does the audience sit?

Have a question and wonder who you should contact?

Dvorah – Approvals, budgets and all things in charge. dvorah@uw.edu

Sarah – Grants Manager. guthu@uw.edu

Kaitlyn – Payroll, receivables. xqi@uw.edu

Jim- Reimbursements, receivables, invoices, CTA, ProCard. jamesa25@uw.edu

Diane – Travel. dscillo@uw.edu [her schedule is posted in 400]

From all us of us here at the Jackson School Business Office; Have a wonderful day!