



JSIS BUSINESS OFFICE NEWS

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

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Stories in this newsletter



Happy Holidays!



Vendors



Travel



Final Thoughts

Happy Holidays!



My how time flies! As we wrap up the 2017 calendar year the Business Office wishes you all Happy Holidays!

We hope you enjoy this newsletter and find it helpful. There are many regulations and guidelines we need to follow so please feel free to ask us questions. You are also welcome to attend a Business Office meeting which we have on Wednesdays from 11:00 to 12:00 in Thomson 403. We're also happy to take suggestions for this newsletter!

Vendors



The Jackson School processes a wide variety of payments to vendors. Whether the vendor is located within the US or located overseas, vendors need to register with the University in order for a payment to be sent. The amount of time it takes from start to finish varies so please plan accordingly. Procurement Service turn around times are getting longer which directly impacts what we can do. Also know that in January vendor tax reporting forms get prepared and mailed which also adds to the delay. Please feel free to reach out to us with questions.

Travel



When preparing travel reimbursements, the time at which someone enters and exits "travel status" determines which meals are eligible to be reimbursed. Typically, when flying for example, travel status begins two hours before your flight departs and travel status ends two hours after your return flight lands. Interested in finding per diem amounts? Here is the link we use: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Speaking of flying, if your ticket was purchased using the CTA, please remember to attach a copy of the JSIS-92 and your flight itinerary with your reimbursement request (JSIS-91 form).

Final Thoughts



"Final Thoughts" is a section for us to enjoy sharing good thoughts, fun facts or interesting quotes. Such as:

- ◆ Did you know there's a basketball court above the Supreme Court? It's known as the Highest Court in the Land.
- ◆ Jousting is the official sport of the state of Maryland.
- ◆ A mosquito has 47 teeth.
- ◆ Cookie Monster's real name is Sid.
- ◆ Cotton Candy was invented by a dentist.

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. xql@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!