



# 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



Welcome Summer!



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## Welcome Summer!



My how time flies! As we quickly head into the lazy hazy days of summer, the Business Office wishes you all the very best!

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 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!

## Reimbursements



eReimbursements is a form in ARIBA used to reimburse individuals for purchases of goods they have made on behalf of the UW. Reimbursements are for rare occasions when other procurement methods are not an option. Seeking reimbursement for UW purchases of goods made with personal funds should be done only as a last resort. Items purchased from on-line entities like Amazon must clearly show a UW shipping address shown on the confirmation/receipt. If reference books are purchased, please state clearly on the JSIS-96 form that these items will be made available upon request. If University funds are being used to acquire or reimburse items, these items then become University property and need to be available for auditors to verify them as such.

## Travel



Big news from the UW Travel Office! Starting very soon, travel reimbursements need to be **submitted within 60 days** from the date the traveler returns. This policy is in line with IRS regulations. This has big implications: travel reimbursements submitted to the Business Office after the 60 day window may be treated as taxable income to the traveler. Please keep in mind this is a submission timing requirement - meaning as long as your request is in the Business Office within 60 days it will be okay. The Business Office will continue to date stamp all submissions to record when they were received. The effective date (when this policy goes into effect) is expected to be announced this Fall or Winter. We'll keep you informed as things develop!

## Final Thoughts



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

- ◆ Did you know bubble wrap was originally designed to be used as wallpaper?
- ◆ Q: How many cats can you put into an empty box? A: One, after that the box is not empty!
- ◆ Q: Why can't T-Rexes clap their hands? A: Because they are extinct.
- ◆ The world's biggest tire producer is...Lego!
- ◆ Guinness Book of Records holds the record for being the book most often stolen from Public Libraries.

## Have a question and wonder who you should contact?

**Dvorah** – Approvals, budgets and all things in charge. [dvorah@uw.edu](mailto:dvorah@uw.edu)  
**Sarah** – Grants Manager (until July 11, 2018). [guthu@uw.edu](mailto:guthu@uw.edu)  
**Kaitlyn** – Payroll, Fellowships. [xqi@uw.edu](mailto:xqi@uw.edu)  
**Jim** - Reimbursements, receivables, invoices, CTA, ProCard. [jamesa25@uw.edu](mailto:jamesa25@uw.edu)  
**Diane** – Travel. [dscillo@uw.edu](mailto:dscillo@uw.edu) [her schedule is posted on the door in 405]

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