

# JSIS FINANCIAL OFFICE NEWSLETTER



Volume 2019 / Issue 2

## A JSIS SNAPSHOT

Autumn 2018:  
484 Undergrad majors,  
129 Graduate Students,  
6,500 total enrolled.

Faculty Awards (partial  
listing): 4 Distinguished  
Teaching Awards, 4 National  
Endowment for Humanities  
Grants, 3 Guggenheim  
Fellowships

The Jackson School is one of  
the oldest and largest schools  
in the country to offer degrees  
in international and area  
studies!



Henry M. Jackson

## WELCOME TO FALL QUARTER 2019!

Welcome to the Fall 2019 JSIS Business Office Newsletter. We hope everyone had a safe and wonderful summer. Soon we'll see many wide eyed friendly smiling Freshman!

As with all Business Office newsletters, our goal is to present some helpful information, reminders and things to think about. We often get questions throughout our busy day and this is a great way to share information! The Business Office holds weekly meetings (Wednesdays at 11am in room 403) and we welcome visitors. Please let us know what questions you have!

## PAYABLES

Do you have someone for whom you would like to pay for their services? The University is very specific on how we classify such payments. We have to account for the type of activity or service provided in order to properly record these payments. Also, the amount and duration of work provided makes an impact on how we process payments as well. Please feel free to ask - in advance - if you have questions!

## PAYROLL

Each quarter there are very important due dates when requesting appointments. Paperwork must be submitted *at least* 1 month prior to the start of each quarter. As of this academic year, changes in deadlines are being determined so please "stay tuned" for more details or check with Dvorah and Kaitlyn with questions. Remember there are tuition and medical waiver considerations for Fellowships. Check out the Business Office webpage for those all-important payroll forms. Kaitlyn would be very happy to help!

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*"When the mind is thinking it is talking to  
itself"*

*– Plato*

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## TRAVEL

For those who are new to the Jackson School, welcome! Diane is the person who processes travel reimbursements. She is very knowledgeable and works with us part time. She conveniently posts her schedule on the door to 405. Travel reimbursements often range from being simple to being quite complex. There are many regulations we have to follow when it comes to reimbursing someone's travel costs. She will soon host a travel workshop – watch you email for the notice!

Here are some things Diane asks which would be very helpful:

- Please include the specific dates of business activity on your reimbursement form;
- Submit typed, single sided copies of your documents;
- When attending meetings off campus and claiming mileage please include the time of day in which you departed and returned;
- If you have used the Jackson School CTA for airfare and claiming other travel expenses, please submit a copy of the CTA request with your reimbursement paperwork.

Reminder, the CTA is not eligible to be used if the traveler is taking personal time during the trip.



*We are happy to help!*

## FINAL THOUGHTS

Since we've received such positive feedback about our "Final Thoughts" sections, we are happy to continue the tradition. So here are some fun things as we conclude this newsletter:

- You find me in December but not in any other month. What am I? - the letter "D"!
- Istanbul is the only city located over two continents.
- Every morning I think I'm going to make pancakes, but I keep waffling.
- Andy Warhol's 1962 Pop Art depiction of a Campbell's Soup can actually comes in a set of 32 canvases, each representing the 32 soup varieties the company sold at that time.

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

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

**Gail** – Grants Manager [gschmitz@uw.edu](mailto:gschmitz@uw.edu)

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

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

**Diane** – Travel. [her schedule is posted on the door of 405]. [dscillo@uw.edu](mailto:dscillo@uw.edu)

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