

Valerie Coleman-Ferguson, Associate General Counsel

Update on Processing of Foreign Nationals

- The Immigration Specialist position became vacant on June 1, 2014. Valerie expects to hire a replacement soon and make some process improvements shortly thereafter.
- In the meantime, Ann Pino in Human Resources has been working with the Office of General Counsel and filing H1B visa applications.
- The Foreign National Information Addendum (on the Amendments, Addenda, Etc. page of the Contracts Administration website: <http://www.uh.edu/legal-affairs/contract-administration/index.php>) is required for all UHS contracts completed by a Foreign National (i.e., Non-Resident Alien). The Addendum helps determine the extent of tax withholding, if any, required for payments to the Foreign National.
- Generally, B-1 visa holders are permitted to perform contracted services for UHS without Office of General Counsel reviewing the contract or speaker agreement. Other visas must be review by General Counsel to verify their eligibility to perform services before a contract or speaker agreement is signed or any services are performed.

Javeria Kazi, Research Administrator 3, Office of Contracts and Grants

Participant Support Costs on Sponsored Projects

- Participant support costs are travel or training-related payments in connection with conferences or training projects that are specifically budgeted as participant costs on a sponsored project under budget node B5079, Participant Costs.
- The following accounts fall under budget node B5079 and should only be used for participant cost expenses:
 - 54817, Non-Taxable Travel Reimbursements
 - 54818, Non-Taxable Expense Reimbursements
 - 54823, UH Employee Participant Stipend
 - 54824, Participant Expense to Third Party
 - 54825, Non-UH Employee Participant Stipend
- See the Division of Research website for Participant Support Costs information: <http://www.uh.edu/research/sponsored-projects/proc-pol-guide/participant-support/>

Mike Glisson, Controller

Travel Management System Implementation

- Booking travel through Concur online or Corporate Travel Planners (CTP) will be recommended when booking travel with the Travel Card, but not required. However, there are many advantages to booking through CTP/Concur. See attached handout (Advantages of Booking Travel through Concur or CTP).
- Mike gave a demonstration of the Concur booking tool.
- Mike handed out a list of fees charged by CTP for various services. This list will be posted on the Company Information page in the Concur application.
- Employee travelers may delegate someone else to create their Travel Request and/or Expense Report in Concur but must log in to click the submit button to acknowledge their

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review. Clicking the submit button will place the document in electronic workflow to the next designated approver. Employees can access Concur through PASS, the Concur website, or their mobile device.

- Mike discussed using a few departments in a pilot group for a very short period of time (2-3 weeks in early August) before implementing the rest of the campus, primarily to make sure that information flowing from Concur to the UHS Finance System is correct and complete.
- See the attached handout (Concur Implementation Update 7-10-14) for information on the user profile in Concur, user setup prior to implementation, and user setup after implementation.
- The go-live date for the pilot groups will be determined once the Financial Connector between Concur and the UHS Finance System has been completed and tested, which should be in a couple of weeks.
- User training for the Travel Request and Expense Report in Concur will be conducted by Accounts Payable, while Corporate Travel Planners will provide training on how to book travel through the Concur website.