

College/Division Administrator Meeting
Room 302, Melcher Hall
April 12th, 2018 - 9 AM to 11 AM

Agenda

Karin Livingston, AVP for Finance & Controller

- Quotes are not needed for SC Voucher “purchases” because no actual payment is generated.
- New policy coming; internal approval for large dollar journals will be required
- Local travel policy changes - MAPP 04.02.01B has been updated
 - Travel limits for in Texas, in continental US, and outside of continental US will be updated annually and will be published on the AP Travel.
 - Updates will occur in October, when the GSA (U.S. General Services Administration) publishes their updates
 - Combined meal and lodging limits effective through October 31, 2018 are as follows:
 - In Texas: \$225
 - Outside Texas, within the continental United States: \$380
 - Outside the continental United States: \$420
 - Current travel limits are published at http://www.uh.edu/finance/pages/AP_Travel.htm, in the section “Combined Travel Meals and Lodging Limits, Per Diem Rates, and Mileage Reimbursement Rates”
 - If travel is for a workshop/conference/convention/training, and a specific hotel is used by the event, that hotel can be used along with the GSA meal per diem without an exception from MAPP.
 - Document from the workshop/conference/convention/training that lists the hotel and the event hotel room rate must be uploaded to Concur expense report.
 - Within the GSA meal per diem, only actual expenses up to the GSA amount can be reimbursed without an exception from MAPP. Should actual meals exceed the GSA amount, an exception will be required.
 - Workshop, conference, convention, or training travel must be approved by the appropriate Department Chair, Director, Associate Dean, Dean, Assistant/Associate Vice President, President or Chancellor.
- Identify interest in having someone from the Hilton come and give a 5 minute presentation on the services they have available.
- Policy Information
 - Please review the redline changes to SAM 03.A.01 (expenditure and use of funds) this has a major change in internal documentation requirements for large dollar transactions.
 - Additional SAM’s are being updated, including Moving and Relocation Expenses (taxability)
 - MAPP 10.03.04 is being updated and will include monetary damages against Colleges, Divisions, and Departments for adverse impacts from the installation of unauthorized devices.

Penny Maher, Research Compliance Specialist

- Responsible conduct of research training

Sandra Armstrong, Executive Director Human Resources Operations

- Introduction of Thomas Turrubiates, Compensation Manager.

Maya Thornton, HUB Operations Director

- FY2019 HUB Goal Setting

Valerie Coleman-Ferguson

- Standard Agreements
- Immigration Issues

Other items from the group