

Standard Operating Procedures

EAS OFFICE SUPPORT TICKET SYSTEM

- The link for the ticketing system is <http://support.geosc.uh.edu/rts/>. It can also be found on the main website (www.eas.uh.edu) under Contact Us or Resources.
- All requests need to be sent to the ticketing system, except purchasing which is submitted through V-net. Please be sure to review and respond to any emails received from the ticketing system for messages.
- We no longer accept e-mail requests and reimbursements and travel will not be worked on until a ticket is submitted.

FORMS

- Forms can be found at <http://support.geosc.uh.edu/rts/forms/>.
- Sales tax and hotel occupancy forms can be found at http://www.uh.edu/finance/pages/tax_doc.htm.

BUDGET & FINANCE

- Faculty: please sign all documents in your hanging file folder at least on a weekly basis. Signing regularly will avoid late payments on your vouchers.
- Orders over \$5,000.00 require a quote and sole source justification. They should be sent to Zara via the EAS Office Support Ticketing System.
- Orders under \$5,000.00 do not require additional documentation and should be sent to Zara via V-net.
- Orders for non-consumable items (chemicals, gases, some supplies) over \$5,000 should not be split to avoid additional paperwork.
- Place all orders through our business office (i.e. V-NET). V-Net is located at <https://vnet.uh.edu/>.

SUPPLIES

Please let the office assistant know when we run low on general purpose office supplies (ex. scantrons, paper, copy toner, etc.) so we can re-order before running out.

P-CARD

- We cannot place orders on our P-card per UH Internal Auditing Department instructions.
- The 2 exceptions are Amazon and office supplies with Tejas. You can purchase from these 2 vendors directly and we will reimburse you promptly.
- Sales tax may be reimbursed up to \$10 on local cost centers.
- Sales tax is unallowable on grants and will not be reimbursed. This does not apply for meals at restaurants.
- Tax exemption forms can be found at http://www.uh.edu/finance/pages/tax_doc.htm.

CONTRACTS

- Contact Laura at least 2 months in advance before inviting anyone on campus for services or repairs.
- Any written/signed agreement with UH is a contract and needs the 2 months plus lead time to be completed.

- These documents are required to go to the Dean's office, Contracts and Grants, and the company for approval.
- If the contract is considered to be late per university business processes, you will be asked to sign a late justification. This justification will be routed with the contract and seen by the Dean's office.

PAYROLL

Please notify the appropriate payroll person ahead of time. The following are the preferred lead times:

Action Type	Details	Necessary Lead Time
Hiring	Undergraduate work studies, TAs, RAs, etc.	2 weeks
Posting positions and hiring	Benefits-eligible personnel such as post-doctoral fellows, researchers etc.	Domestic - 2 months Foreign - 3 months
Unpaid leave of absence	All employees (personal or professional leave)	1 month in advance
H-1B requests/extensions	All employees	3 months
Summer salary	Faculty positions such as summer research, field camps, teaching courses for the Professional Master's Program and Short Course, etc.	2 months
Changing grant funding source	All employees	2 weeks Note: It takes 1 month an encumbrance to release.
Signing payroll reallocations		Immediately Note: It takes 1 month an encumbrance to release.
Signing time & effort reports		Immediately Note: Delays may cause a affect document submission to sponsors.

Please note that all paperwork requires review and approval from the Department Chairman, Dean's Office, Provost Office and Human Resources.

Please note that all paperwork submitted after the effective date is considered late and a justification memo is required by the Dean's office. It needs to be addressed to the Dean explaining why paperwork was processed late. Faculty will be responsible for writing the justification memo.

BUSINESS MEALS

- Maximum of 3 UH faculty members can accompany guest speakers and faculty candidates to lunch and/or dinner.

- No students (RA's, TA's, etc.) should be present for guest speakers or faculty candidate business meals. Post-doctoral fellows may accompany guest speakers, but not faculty candidates.
- Alcohol can only be purchased after 5 PM.
- Business meals with UH seminar speakers and UH faculty candidates will be reimbursed. All receipts must be itemized along with the credit card slip showing proof of payment.
- Gratuity/tips must be 20% or under to be reimbursed.

T-CARD (Department Card)

- For faculty and students only airfare will be purchased on the T-card.
- For seminar speakers and faculty candidates, lodging and airfare can be placed on the Department T-card.
- We cannot book airfare related to personal days.

TRAVEL REQUESTS

Please submit a travel request form prior to any upcoming business trips to the EAS Requests Ticketing System <http://support.geosc.uh.edu/rts/>.

- Travel taken place without a travel request will no longer be reimbursed.
- Forms can be found at <http://support.geosc.uh.edu/rts/forms/>.
- Domestic Travel (1 week in advance)
- Group Travels (at least 2 months in advance)
- Foreign Travel (at least 3-4 weeks in advance for both prospective employees, employees, and students) and the following items are required:
 1. Foreign Travel Specific Statement Addendum
 2. Travel Request
 3. Export Control and Travel Embargo Form
 4. Paid economy class airfare
- Conferences
 1. Travelers are allowed a 1-day stay before and after conference dates at destination city. A brief explanation is needed if your stay is longer.
 2. Rental Car: Enterprise or Avis are preferred vendors. UH has contracts with them for lower rates. The Motor vehicle rental tax exemption can be found at http://www.uh.edu/finance/pages/tax_doc.htm.
 3. Vacation Packages: Avoid purchasing vacation packages from Travelocity, Priceline, etc. which combines hotel, airfare, rental car, etc. since prices are not itemized and will not be accepted by Accounts Payable.

REIMBURSEMENTS (both travel and non-travel reimbursements)

- If you need to be reimbursed, please submit all of your itemized receipts to the EAS Requests Ticketing System at <http://support.geosc.uh.edu/rts/> and the originals to our business office.
- Non-travel reimbursements
 - Submit receipts no later than 45 days after the expense is incurred.
 - Please note that late receipts may not be reimbursed.
- Travel
 - Only 1 travel reimbursement per travel allowed.
 - Submit all receipts no later than 45 days after returning from your trip.
 - Please note that late receipts may not be reimbursed.

STUDENT WORKERS

X:\FY 2013\FY 13 Department\Email Reminder

Faculty and staff, we have student worker(s) in the front office. If you need them to do some miscellaneous work for you, please contact Ashley (uttran@uh.edu) in advance by e-mail. Work is assigned on a first come first served basis.