

SSoE Purchasing and Reimbursements Digest, October 2022

Entertainment Reimbursement Reminders

- Host Certification Forms & Agenda: a signed Host Certification form is always required for reimbursements related to the following activities: Recruitment, Employee Morale Building, Entertainment & Prospective Donor
- If an employee is the host and the payee, the signed Host Certification form is still required based on UC Policy BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions. Your reimbursement processor will reach out to you to get your Host Certificate signed if it's required.
- Business Meeting Documentation: Make sure you include a brief agenda in your supporting documents for business meeting reimbursements and an explanation why it had to be held over a meal.

Software Purchasing and Reimbursements

Any software regardless of the amount requires the proper data security review to make sure that it does not pose any cyber security risk. The review is done by UCI IT Department and facilitated by P&R dept. Please submit your request via standard process and we will handle obtaining the review.

If you purchased a non-approved software or file storage program and seek reimbursement, it will not be approved and will require deinstallation from all UCI purchased electronic devices.

Programs such as: Grammarly, Dropbox and Google Storage, etc. are designed for personal use and are not approved.

Poster Printing on Campus

The following on-campus units accept KFS Accounts (Direct bill) and credit cards. Reimbursement request would not be needed with a direct bill.

ImageWorks - <https://www.imageworks.bio.uci.edu/>

Science Library - <https://www.lib.uci.edu/poster-printing-service>

AB 1887 Updated with Additional States

AB 1887 is a California law that restricts state agencies from requiring employees to travel any state that has enacted a law that discriminates on the basis of sexual orientation, gender identify, or gender expression. The law also prohibits state-funded and state-sponsored travel to states on the list.

For more information, you may review a [complete list of the states where travel restrictions apply](#)



to

Important Change for Travelers to the U.K.

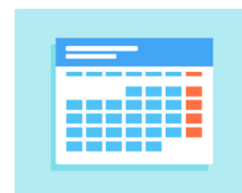
UCI business travelers headed to the United Kingdom may be required to book their flight with a U.S. air carrier if the cost will be reimbursed from federal contracts or grants. This requirement is related to recent changes to international agreements [described on the General Services Administration website](#).



Please visit our [Fly America Act page](#) for more information about relevant travel regulations and exceptions, including Open Skies Agreements.

How Long do I Have to Submit a Travel Reimbursement?

UC policy requires that travel reimbursements be submitted to reimbursements@eng.uci.edu within 45 days after the end of a trip. You can read more about this requirement on page 39 (section V.I.1) of the UC G-28 Travel Regulations. Late reimbursements may require exceptional approval if the following applies:



- Six months delinquent submission requires department exceptional approval in the KFS Travel Reimbursement eDoc Route Log.
- One year and over delinquent submission for employees: The travel reimbursement request will be a manual process and payment will be processed via the payroll department. The reimbursement will be taxed and reportable to the employee.
- One year and over delinquent submission for non-employees: You will need to onboard the non-employee in PaymentWorks. Use the assigned vendor number in the Travel Reimbursement eDoc to pay the non-employee. They will receive a 1099 from UCI and a copy will be sent to the IRS as reportable income.

Reimbursement Tip: Using past air credits? Make sure to provide proof of payment for past air credits for reimbursement.

Book Your Travel with the Newly Renamed ConnexUC

Connexus is now called ConnexUC. While it has a new name, the UC systemwide online travel booking portal is still the preferred way for UC travelers to plan and book their business travel. Take advantage of University of California negotiated discounts and rewards with major airlines, hotel properties, car rental companies, rail, and travel agencies. ConnexUC access is only granted to current university faculty and staff. For more information, visit the ConnexUC webpage.

• Rental Cars and Premiere Level Memberships

Plan ahead as much as possible. [ConnexUC](#) offers incredible discounts and savings, automatically includes insurance when traveling on UC business, and you can get a free vehicle upgrade when available. You can also bypass long lines at most airport car rental counters by signing up for one of the car rental agency's premiere level memberships. The **memberships are complimentary when booking through ConnexUC**. This allows you to go straight to your rental car at most airports.

- **Enterprise and National Car Rental** – Enroll in [Emerald Club](#) and earn with Emerald by renting with Enterprise and National. Select UC Irvine in the Choose Your Contract drop down menu.
- **Hertz Car Rental** - Enroll in or update [Hertz Gold Plus Rewards](#). Select UC Irvine in the Select Your Campus, Medical Center or Lab drop-down menu.
- **Dollar & Thrifty Car Rental** – Enroll in the [Irvine – Dollar Express Rental Program](#) or the [Irvine -Thrifty Blue Chip Program](#).

Additional certifications that may delay processing of purchases >10K

Small Business First Program | UCOP - To strengthen UC's commitment to supporting small businesses, in June 2021 the UC Regents adopted the Small Business First program, requiring the use of a certified Small Business or Disabled Veteran Business Enterprise for most single-purchase transactions from \$10K to \$250K

Uniform Guidance- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

QUESTIONS BEFORE YOU TRAVEL?

We are here to help you and facilitate your research and business needs. Check SSoE Travel Tips [here](#) or contact SSoE Reimbursements Team BEFORE traveling at soepurchasing@uci.edu.