University of Houston Clear Lake
Planning and Budget

WELCOME TO THE CENTRAL BUSINESS OPERATIONS COUNCIL MEETING!

DECEMBER 15, 2023

• TO SIGN IN, SCAN THE QR CODE, AND FILL OUT THE FORM.
• NO DEVICE? NO PROBLEM! APRIL WILL MARK YOU PRESENT.
• SIGN IN LINK: HTTPS://FORMS.OFFICE.COM/R/yKWhKjpxv9
AGENDA ITEMS

• A. **Mark Denney:** Cost Reduction Goals for FY25

• B. **DeAngel Bonilla:** Concur expense reports approval process for C/DBAs

• C. **Greg Haines:**
   
   Ongoing issues with travel on state grants using Concur

• D. **Michelina Johnson:** Late fees/interest on state accounts when invoices or requests for receivers are given to the departments late

• E. **Erika De Leon:** Method of payment for travel reimbursements
NEXT CBOC MEETING:

• **Friday, January 19, 2024**
  • Same time, same place
  • **Agenda Items Deadline: January 12th, 2024** (Due to MLK Jr. Day Holiday)