

Central Business Operations Council (CBOC) Meeting Agenda
Wednesday, June 12th at 1:30 pm
Bayou Building, Room 2311

1. Introduction

- Welcome, Fred Holmes! (Asset/Risk Manager, General Accounting)
- Welcome to UHCL, Marty Baylor! (Interim Vice President, Administration & Finance)
- Any other new staff or staff who will be joining us soon?

2. Agenda Items:

- a) **TRS Retiree Surcharges & Time Worked Audits** (Continued discussion from the April CBOC Meeting; Submitted by Erika De Leon, Director, HR Operations – Human Resources)
- b) **Payroll TRAM Administrators** (Discussion; Submitted by Erika De Leon, Director, HR Operations – Human Resources)

3. Updates and Reminders:

- **Canon Invoices** - AP is now processing the invoices from Canon (starting with May invoices)
- **Travel Cards** – Please check your per diem for the destination you are traveling to in advance of travel. Concur reimburses meals only to the per diem amount. Any overage meal expense charged on the travel card must be repaid to UHCL.
- **Tips** - Meal tips are limited to 20% of the meal cost, including any tax.
- **Non-Employee Travel** – When purchasing non-employee (candidates, guests, students) airfare via travel card, send a receipt by email to ConcurTravel@UHCL.edu showing the cost center
- **Contacting AP/Travel** – Please continue to email AP/Travel instead of calling.
- **Updated Faculty Stipend Request form** – Now available on the CBO Survival Guide. (Insert link: <https://www.uhcl.edu/about/administrative-offices/central-business-operations-council/survival-guide/documents/faculty-stipend-request-form-final.pdf>)

4. Conclusion – Thank you for joining us today!

- Any other announcements?
- Next Meeting: Wednesday, July 17th, 2024, at 1:30 PM
 - Summer CBOC Meetings will be held on Wednesday afternoons