

WELCOME TO THE CBOC MEETING!

June 12, 2024

To sign-in, please scan the QR code.
We will begin shortly.



WELCOME TO UHCL!

Fred Holmes

- Asset/Risk Manager, General Accounting

Marty Baylor

- Interim Vice President, Administration & Finance

AGENDA ITEMS

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

UPDATES AND REMINDERS:

- **Canon Invoices** - AP is now processing Canon invoices (starting with the 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 site



University
of Houston
Clear Lake

FACULTY STIPEND REQUEST FORM

Stipend requests may include any compensation beyond the base faculty salary, not included in a separate appointment letter or contract.

Cumulative payments during a fiscal year for additional compensation may not exceed \$15,000, or 20 percent of the employee's **twelve-month salary**, whichever is greater (UHCL Policy for Extra Compensation in Excess of Base Salary; Policy 6.11/FSEC.2004.001).

Employee:	Employee ID:
College/ Department	Amount:
Stipend Description:	Stipend Period (Semester and Year – ex. Fall 2024):
Employee Signature:	Date:
Department Chair Signature (if Applicable):	Date:
College Dean Signature:	Date:
Cost Center/ Grant Information:	
<i>College Business Office:</i>	
Received: _____	
ePAR Entered: _____	
ePAR Executed: _____	

Now available on:

❖ [Administrative and Business Processes Survival Guide A-Z](#)

❖ [CBOC Survival Guide - F](#)

CONCLUSION

- Any other announcements?
- Next Meeting: Wednesday, July 17th, at 1:30 PM
 - Summer CBOC Meetings will be held on Wednesday afternoons
 - Meetings to resume on Fridays starting in September