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
Now available on:

- Tactical and Business Processes Survival Guide A-Z
- CBOC Survival Guide - E
CONCLUSION

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