



Division of
FINANCE AND ADMINISTRATION
Business Services

January 2023 Newsletter

Happy New Year 2023, UAH!!!

We hope you all had a wonderful Christmas!

May the New Year bring you peace, happiness, and success!

Business Services

As always, the Business Services Department is here to assist you with your business needs as provided by our units:

- ▶ Business Services (Administration)
- ▶ Central Receiving & Shipping / Asset Management
- ▶ Mail Services
- ▶ Procurement
- ▶ P-Card Services
- ▶ UAH Copy Center

As the department names imply, each unit provides a unique and valuable service to the University community. For the contact information for each department, you can go to our website: uah.edu/business-services/contact.

We are here for you!

Contracts for Professional Services

Required Documents for Contracts, Contract Amendments, and Letters of Invitation

Just as a reminder the following documents are required to accompany –

- ▶ **Contract for Professional Services** – Contract Intake Form, Independent Contractor Request Form (**for individual or sole proprietors only**), Vendor Disclosure Statement, and W9 form. If the Statement of Work is lengthy, please include a separate sheet of paper entitled *Statement of Work* and list the duties to be performed and make reference in Section 1 of the contract for professional services to see the attached *Statement of Work*.
- ▶ **Contract Amendment** – Contract Intake Form, Independent Contractor Request form (**for individual or sole proprietors only**), Vendor Disclosure Statement (**required if payment terms/amount changes and/or period of performance changes**), the original contract with accompanying documents (i.e., Contract Intake Form, Independent Contractor Request Form {if it applies}, and Vendor Disclosure Statement) as well as all previous contract amendments (if it applies).
- ▶ **Letter of Invitation** – Contract Intake Form, Independent Contractor Request Form, and W9 form.

Travel Updates

Travel Reimbursements

All Travel Vouchers and supporting documents should be emailed to "purch@uah.edu", with Travel Voucher as the Subject, or sent in campus mail. For questions or more information concerning travel, please contact Lara Araos at 256.824.1863. If you have questions about the status of your reimbursement, contact Celia Curry at 256.824.1071.

Airport Transportation

UAH will reimburse transportation to and from the airport up to 10 miles one way. If there is an Uber/ride-share or taxi to the airport, the total cost cannot be more than the sum of both the round-trip miles and the cost of parking at the Huntsville airport (HSV).

Home-sharing services

Home-sharing services such as AIRBNB and VRBO may require review prior to booking. If the individual home-sharing/rental property owner requests that UAH agree to additional terms and/or conditions other than the standard AIRBNB and VRBO terms agreed to when utilizing their respective websites, please submit the additional terms and/or conditions to UAH Business Services so that we may determine if consultation with the UAH Office of Counsel is required. If consultation is necessary, you will be required to complete the Office of Counsel Contract Intake Form. After all approvals are obtained, the traveler may reserve the property.

Tax exclusion suspended through 2025

The Internal Revenue Code that provided an exclusion from employees' income for qualified moving expense payments and reimbursements made by employers has been suspended, except for military-related moving expenses, for tax years 2018 through 2025.

All moving expenses paid or reimbursed beginning January 1, 2018, will be taxable to the employee and subject to tax withholding.

Travel Update On Meals

The Travel Team is always working to improve our policies for efficiency, fairness, and compliance with all University, UA System, State, and Federal guidelines. We are currently working to update the complete travel policy, however, we felt that it was in the best interest of the University and its employees to implement our revised meal allowance policy immediately. We encourage all UAH travelers to visit the Business Services website and review the travel policy for any recent changes prior to each trip.

This policy is effective 01/30/2023:

Meals and incidentals for partial day trips for UAH employees with no overnight stay will be reimbursed depending upon the length of travel in the same method as In-state travel. In-state partial day per diem will apply regardless of the travel destination.

Meals and incidental expenses (M&IE) will be reimbursed for UAH employees for overnight travel outside of the state of Alabama using a per diem method of a flat sum to cover expenses for each travel day. This per diem amount will be paid to the traveler based on the days of travel and the travel destination.

Meals and incidental expenses for Non-UAH employees for overnight travel regardless of travel destination will be reimbursed based on actual expenses including gratuities up to 20%. Detailed receipts must be provided. Meals and incidental expenses for non-UAH employees for partial day trips will be reimbursed based on actual expenses including gratuities up to the applicable amount depending upon the length of travel in the same method as In-state travel.

Incidental expenses covered by the M&IE per diem include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

- ▶ The U.S. General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). GSA rates can be found on the GSA website at www.gsa.gov/perdiem. If the city or county of the travel destination is not listed, then the standard CONUS M&IE rate applies.
- ▶ The U.S. Department of Defense (DOD) establishes per diem rates for overseas non-foreign areas such as Alaska, Hawaii, Puerto Rico, and Guam. The DOD rates can be found on the DOD's Per Diem, Travel, and Transportation Allowance website at www.defensetravel.dod.mil.
- ▶ The U.S. State Department establishes per diem rates for foreign overseas locations (Canada, Aruba, Bahamas, Europe, etc.). State Department rates can be found on the State Department's website at <https://aoprals.state.gov> by selecting the country of the travel destination and searching for the city or region of travel.

On the first and last travel day, travelers are only eligible for 75 percent of the total M&IE rate for the travel destination. The GSA breaks down each per diem rate into separate amounts for breakfast, lunch, dinner, and incidental expenses. If a traveler's trip includes meals that are already paid for by the University or by a third party (such as through a registration fee for a conference), the traveler should use the GSA meal amounts to deduct those meals from the per diem. A conference agenda must be submitted with the expense voucher. If the agenda is not submitted then one will be obtained and any meals offered at the conference will be removed from the expense voucher without notification. While traveling, meals are not allowable on the P-Card.

** Gratuity: The maximum gratuity allowed is 20% of the total meal ticket.

*** Exceptions to normal procedures may be authorized at the discretion of the Associate Vice President for Finance & Business Services or the Director of Procurement & Business Services.

Update On Moving Expenses For Employees

To all departments initiating offer letters to faculty and staff:

To continue to improve the University's operating efficiency and to meet federal taxation regulations, effective immediately, all offers for moving expenses for UAH employees must be processed through payroll. If you plan to offer relocation assistance you must include the following sentence regarding moving expenses in your offer letter:

'The University of Alabama in Huntsville will provide relocation assistance in the amount of \$XXXXX to assist with relocating your ordinary household goods from City, State. Per IRS regulations, relocation assistance is considered taxable income and this one-time supplement will be added to your first payroll check from UAH.'

Should you have any questions, please contact Business Services (ext. 6484)

Mileage Reimbursement

Standard Mileage Rate - The mileage rate paid to persons traveling in privately owned vehicles on official business for the state. This rate is set by statute to automatically update in accordance with the business mileage rate set by the IRS. Beginning January 1, 2023, it is 65.5 cents per mile. For questions regarding travel reimbursements, please contact Lara Araos at la0056@uah.edu or x1863.

Please remember that if you are requesting reimbursement for mileage, you must include a copy of MapQuest® or Google Maps® with the route. Please make sure that your calculated mileage matches the miles for the trip on the copy of your map printout.

From a Risk Management Perspective

Insurance Considerations for Vehicle Rentals

- ▶ Whenever possible, utilize the Enterprise Rent-a-Car / National Rental contract and be sure the contract number is shown on the rental agreement.
 - ▶ The Enterprise/National contract includes a physical damage waiver at no additional charge.
 - ▶ The contract must be referenced on the agreement for physical damage coverage to apply.
 - ▶ Avoid using personal credit cards when renting vehicles for official UAH purposes.
 - ▶ Be sure to use a purchase order or a UAH P-card when renting vehicles, and be sure the rental agreement shows that the rental is on behalf of UAH.
 - ▶ Be sure you read and understand the terms and conditions of the rental agreement.
 - ▶ International rental agreements may have different terms and conditions than domestic agreements.
 - ▶ Failing to comply with all conditions of a rental agreement could be considered by the rental company to be a breach of contract.
 - ▶ If you are involved in a vehicle accident in a rental vehicle, the UAH Vehicle Safety Management Plan Policy (06.08.02) requires that a police report be obtained.
 - ▶ Some rental agreements, including international rentals, may also require a police report. Be sure you have read and understood the terms and conditions.
 - ▶ A Vehicle Accident Report Form must be completed by the vehicle driver and submitted to the Office of Risk Management and Compliance.
 - ▶ The University of Alabama System (UAS) automobile liability self-insurance program covers all official UAH vehicle rentals for liability.
 - ▶ The UAS carries physical damage insurance that covers most official UAH vehicle rentals.
 - ▶ International rentals should either be done using the Enterprise/National contract (physical damage waiver included) or physical damage coverage should be included at the time of rental.
 - ▶ Contact the Office of Risk Management and Compliance if you have questions regarding rental car insurance. (riskmanagement@uah.edu or extension 6875)
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Copy Center

Copy Center Order Forms Now Available Online

In order to process your print request, the UAH Copy Center must have a completed Printing Order Form. There

are two versions of the order form. One version is specifically for business card, letterhead, notepad and envelope printing requests. The other is for any other type of print request.

Both forms are available at the UAH Copy Center. You can come by and pick them up or have them sent to you through Campus Mail.

The order forms are also available online on the UAH Copy Center website, and UAH Business Services webpage (shown below) under "Step 2".

<http://www.uah.edu/business-services/faculty-staff/copy-center/helpful-tips>

Simply fill out the order form that matches your print request and email it to the UAH Copy Center. If you have any questions or need assistance please contact the UAH Copy Center at 256.824.6383 or copycenter@uah.edu.

Mail Services

Helpful Hints from Mail Services

- ▶ Faculty and Staff: please be sure to use 301 Sparkman Drive Huntsville, AL 35899 as your address for all incoming UAH mail. Include your Name, Department, and Building. Please DO NOT use John Wright Drive, 188 Sparkman Drive or Ben Graves Drive as your UAH Address. When ordering from Amazon it would be a good idea to turn off your weekend delivery option. The Post Office tries to deliver it and we're closed and sometimes they leave it at the Student Mailroom or even elsewhere.
- ▶ We go to the West Station Post Office each morning around 8:30 a.m. to pick up all UAH Faculty & Staff Mail. What we pick up is delivered on the 11 o'clock mail run that same day. UAH mail is brought up from The General Mail Facility in Birmingham to the West Station. There have been delays in our letter mail for several months now. I spoke with the Post Office Personnel about the delay. They are understaffed and are trying to make corrections.
- ▶ For outgoing, off-campus mail be sure to include your Department Account Number in the upper right-hand corner. This is especially important for departments that have more than one account. Please DO NOT use Account numbers that are no longer valid.
- ▶ For on-campus mail, remember to include the Name, Department, and Building. If there is only a Room Number it can be confusing if the employee has moved to a new location and may delay delivery. Mail Delivery is Monday – Friday at 11 o'clock. Please have all mail in your mailroom before 11 a.m. If possible pick up your mail daily. Some of the mailboxes are small and fill up quickly.
- ▶ Outgoing mail leaves each day at 2:00 p.m. If you need to drop off outgoing mail to Mail Services (REC Room 104) we need it no later than 1:30 p.m. to allow the staff time for processing. If you send your personal outgoing mail from the UAH Copy/Mail Center, it must be dropped off by 11:00 a.m. for same-day service. Personal mail and stamp purchases are handled at the UAH Copy Center, located at the West end of the Business Services Building.
- ▶ All UAH Resident (Student) mail and packages should be addressed: {Resident Name} 601 John Wright Drive {Hall, Room} Huntsville, Alabama 35805

Mail Services (Central Receiving Annex) 7:15 a.m. - 4 p.m. | **p:** 256.824.6116 or 256.824.2164

New Postage Rates effective January 22, 2023

First-Class Mail

| Product | Current Price | Jan 2023 |
|------------------|---------------|----------|
| 1 oz. Letter | \$0.60 | \$0.63 |
| Postcards | \$0.44 | \$0.48 |
| 1 oz. Flats | \$1.20 | \$1.26 |
| Additional Ounce | \$0.24 | \$0.24 |

Certified Mail

| Extra Services | Current Price | Jan 2023 |
|----------------------------|---------------|----------|
| Certified Mail | \$4.00 | \$4.15 |
| Return. Receipt Retail | \$3.25 | \$3.35 |
| Return. Receipt Electronic | \$2.00 | \$2.10 |

Procurement Services

Bid Limit Increase Reminder

Effective October 1, 2022, the State of Alabama Competitive Bid Law limit was increased from \$15,000 to \$75,000.

The micro-purchase threshold for UAH has also increased to \$75,000. While the Competitive Bid Law limit did change, all other Purchasing Guidelines and relevant University policies remain the same.

Quotes may be obtained between \$60,000.00 to \$74,999.99 when possible or deemed necessary. All purchases for goods or services less than \$75,000 should still use the approved contract vendors whenever possible.

Multiple quotes may be obtained for the best price when a contract vendor does not have the product or service requested.

Please, contact our Procurement team with any questions you may have.

Debarred Vendor Verification

Prior to issuing Purchase Orders against Contract & Grant and cost-sharing companion accounts, Procurement Services must verify that the vendor has not been excluded from the Federal Procurement and Non-procurement Program.

The General Services Administration (GSA) compiles and maintains a current list of all parties debarred, suspended, proposed for debarment, or declared ineligible by agencies or by the General Accounting Office. The electronic version is updated daily and is available via the internet at SAM.gov at <https://sam.gov/content/home> and the Office of Inspector General at <https://exclusions.oig.hhs.gov>.

These websites check companies and individual entities for suspended or debarred, prohibition or restriction, or exclusion from doing business with the government.

How to Search Entity Information on the [Sam.gov](https://sam.gov). There is no need to register. Go to the middle of the page under "Already know what you want to find?"

- ▶ Click **Select Domain: Choose Entity Information**
- ▶ Click the blue box to the right
- ▶ Enter your Company or Individual name and Click > **Search**

How to Search Entity Information on the Office of Inspector General website

- ▶ Click **Search the Exclusion Database**
 - ▶ Click to Search
 - by Single Entity for a company
 - or by an Individual
 - ▶ Enter Entity Name
 - ▶ Click > **Search**
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The Auditor's Corner

PREVENTING PROCUREMENT CARD (P-CARD) FRAUD

Fraud in the News

A former University of Arkansas employee faces felony fraud and theft charges for making 248 unauthorized purchases totaling \$335,700.

Esther Kathryn Lake worked as an Administrative Assistant at the Department of World Languages, Literatures and Cultures from July 2015 until February 28, 2021. Lake had a P-Card issued to her and had access to the Department Chair's signature stamp. Lake was authorized to use the signature stamp for academic purposes only, and never for purchases. She also had access to another employee's card.

Lake used the stamp on unauthorized invoices to purchase gaming computers and technology at electronics retailer Best Buy, then later sold the items on Facebook. The unauthorized purchases were entered into a central procurement database as "'computer for lab' or 'computer for global teaching needs.'" Other than the electronics, she rented vehicles from Enterprise Rent-A-Car and purchased a plane ticket for her relative who had no relationships to the university. If convicted she faces between five to 20 years in prison.

Controls that prevent P-Card Fraud

- ▶ Cardholder does not approve his/her own transactions.
- ▶ Monthly P-Card reconciliations are completed in a timely manner, and the transactions and supporting documents are reviewed and approved by the approving official, who has the fiscal responsibility for the organization code(s) to which the transactions are charged.
- ▶ Itemized receipts or other acceptable form of documentation that verifies the date of purchase, the vendor name and address, itemized list of each item purchased, dollar amount of each item, and total transaction amount to include shipping and handling are required for all purchases.
- ▶ The budgets/expenditures are monitored to identify questionable spending.
- ▶ P-Cards are not shared among employees. If shared the Delegation of Authority form is completed per University policy.
- ▶ Purchase limit thresholds are set at appropriate levels.

Article Source: <https://www.nwaonline.com/news/2021/oct/31/former-ua-aide-charged-in-fraud/>

For more information about Internal Audit, please visit <https://uasystem.edu/staff-departments/office-of-internal-audit>
Ethics Matter at UAH: For more information on Ethics Hotline please visit <https://www.uah.edu/compliance/ethics>

Costco, Sam's Club, Walmart, Kroger

For non-bid purchase needs for your Department, the University has Costco and Sam's Club membership cards which you can use with your P-Card, and also a Walmart charge card and a Kroger tax-exempt card which you can check out at Business Services Building (BSB 101). Whenever you need one of these cards, please give us a call at x6484 and reserve your card upfront to make sure it will be available when you need it. If there is an emergency need for it, for example, in case of a department event falling on the next day and some last-minute purchases have to be made, with multiple requests on the same day the preference will be given to the Department with the emergency need. (Please note that Walmart and Costco accept POs, and Sam's Club and Kroger do not)

From the Accounts Payable Team

FedEx Shipping Procedure / Faculty and Staff

When preparing shipments via FedEx under the UAH account, whether online or at the FedEx Store, please be aware of the following guidelines:

- ▶ Reference your name (Shipper) in the "FROM" field on the waybill. Do not leave as the University of Alabama Huntsville default.
- ▶ Enter the ORG number you want to charge the shipment to in the "BILLING DETAILS" area within the "Your Reference" field. This is vital to ensure the charge is made to the appropriate departmental ORG.
- ▶ Provide a copy of your receipt to Accounts Payable when making shipments or purchases of shipping materials at any FedEx facility. The receipts should be emailed to "accountspayable@uah.edu" referencing the proper ORG number to charge.

If you need to know the payment status of your PO..., you can contact the Accounts Payable team!

Janice Clack at clackj@uah.edu x2250

Terri Couch at coucht@uah.edu x2249

Sandy Zimmerman at ssz0001@uah.edu x2251

Who Is Responsible For.....?

Janice Clack: All payments for Individuals and Vendors: A B C F G H

Terri Couch: All payments for Individuals and Vendors: D E L M O Q R S T U V W

Sandy Zimmerman: All payments for Individuals and Vendors: I J K N P X Y Z

Business Services Team

Let us introduce to you our new Business Services staff members:

Procurement Card Services: Lara Araos – Accountant I (Travel)

Procurement Services: Cathy Curtis – Procurement Officer I

Cawanna Wilson – Procurement Assistant

Central Receiving: Quinten Williams – Material Control Assistant I

Please take note of Promotions and Transfers within our Department:

Pamela Hurley has been promoted to Procurement Officer II / Procurement Team Leader

Ani Binitie has been promoted to Procurement Card Services Supervisor

Michael Carter-Price has transferred to Central Receiving as Material Control Assistant I

Agatha Jean transferred to Asset Management as Asset Management Assistant I

Let us know how we can help you, ask us if you have any questions, or just stop by and visit us at BSB or REC on John Wright Drive.

USEFUL WEB ADDRESSES:

Business Services Department - <https://www.uah.edu/business-services>

Accounts Payable Department - <https://www.uah.edu/accounts-payable>

Office of Internal Audit - <https://uasystem.edu/staff-departments/office-of-internal-audit>

Office of Risk Management and Compliance - <https://www.uah.edu/rmi>

The Office of Business Services and Accounts Payable

[Procurement Services](#) | [P-Card Services](#) | [Travel Team](#) | [Central Shipping & Receiving](#) | [Asset Management](#)
[Copy Center](#) | [Mail Services](#) | [Accounts Payable](#) | [Professional Services Contracts](#)

Miss an issue of our newsletter? You can find it [here](#).