Employee Training

2011 Training Classes Register online at: [http://uco.edu/learningcenter](http://uco.edu/learningcenter)

UCO Travel Instruction Class Department & Group Travel
Thursday, April 7th 10:00 to 11:00
Thursday, August 4th 10:00 to 11:00
Thursday, October 6th 10:00 to 11:00

Payment Services Review & Updates
Thursday, April 7th 1:00 to 2:00
Thursday, August 4th 1:00 to 2:00
Thursday, October 6th 1:00 to 2:00

Purchasing
Thursday, April 7th 8:30 to 9:30
Thursday, August 4th 8:30 to 9:30
Thursday, October 6th 8:30 to 9:30

One on One training is available at any time upon request. Please call 974-3340 to schedule.

Question of the Month

**Question:** Who do I contact if I want to make changes to my purchase order?
**Answer:** Your Buyer

**Question:** How do I process hotel expenses that I want to be direct paid by the University?

Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.

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**State of Oklahoma Fleet Management Division**

Do you need a van rental, and Enterprise does not have one available? Your department can now rent 15-passenger vans through the State of Oklahoma Fleet Management Division.

State vehicles must be scheduled. Availability and scheduling can be handled with a phone call to Dana Pybas @ 405-521-2051. Upon confirming availability and scheduling the vehicle(s) with Dana, the State's [Request for Daily Rental DCS Form FM-015D1](http://uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp) must be completed. The completed State Form and the UCO requisition should be submitted to the Purchasing Department for processing, following the same guidelines as other requisitions in regard to time allowed for processing. The State of OK Fleet Management Division does not accept ProCard at this time. Payment is made by electronic invoice per purchase order number.

Costs: 15-Passenger Van daily rental is $22.08 with 120 miles free. After 120 miles, mileage is $.032 per mile.

House Bus 30-Passenger daily rental is $22.08 with 120 miles free. After 120 miles, mileage is $.032 per mile with no CDL required to drive the House Bus.

<<Note: House bus could be unavailable from January through June due to House of Rep business.>>

All vehicles rented through the State of OK Fleet Management Division must be picked up by UCO personnel at 2307 N. Central Avenue, OKC, OK 73105. The office closes promptly at 4:30 PM daily, and vehicles must be picked up prior to closing. Vehicles must be returned by 9 AM the next morning following the rental contract to avoid an additional day’s rental.

Additional discounting is incurred for every five (5) consecutive days rented. State Fleet Management will discount the total by 5% after the 5th consecutive day rented.

Photos of these vehicles are on the website at: [http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp](http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp) (Select Car and Van Rental)

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**Payment Services**

Payment Services has received the following similar questions several times over the last few months:

“Where can I find the employee reimbursement forms for non-travel related expenses?”

“Where do I find Claim form 3?”

“Is the employee reimbursement form the same as the OSF Form 3?”

“Is that the form which requires notarization?”

The answers to these questions can be found on our web page under [Payment Services](http://uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp). The link has been added for your easy access. If you have other questions, please contact Kay Altman or Kathy Pritchard.
Beginning January 27, 2011, Southwest Airlines will no longer allow credit vouchers (unused tickets) to be transferred to a different passenger. Only the original passenger can use the ticket. All other airlines already have this policy in place. Please note that Southwest Airlines does NOT charge an exchange fee when you use a credit voucher towards the purchase of a new ticket. All other airlines have a $150.00 exchange fee.

Mileage Reimbursement Rate Increase
The Internal Revenue Service announced an increase in the standard mileage reimbursement rate effective Jan. 1, 2011 through Dec. 31, 2011 to $0.51 per mile. This rate is an increase from the 2010 rate of $0.50. The new rate is for travel incurred on and after Jan. 1, 2011. The old rate will apply to 2010 travel reimbursement claims submitted after January 2011. All mileage reimbursements received in our office and subject to the new rate will be adjusted accordingly.

TRAVEL OFFICE NOTICE:
NOTICE TO ALL GROUP TRAVEL FUND RECIPIENTS: DO NOT RETURN CASH TO THE TRAVEL OFFICE: All cash should be returned to the Bursar for processing. If you need detail code information please contact Dana Stout @405-974-2397. The travel office is not responsible for cash returned to our office. Thank you.

ProCard News
Maybe you have noticed something a little different with statement processing this month... Congratulations are in order for Kathy Constien as she has been promoted to the position of Budget Coordinator for Enrollment Management. We wish Kathy the best and are very thankful for the talent and dedication she brought to our program. She is already missed! During this interim time, however, we are so happy to have Gale Mann assisting us with ProCard statement processing! We appreciate your patience in this transition period, and in order to more efficiently answer questions related to statement processing, a new email address is now available: procard@uco.edu.

Think ahead! Be prepared!
Now is the time to plan ahead for year-end purchases. Please look ahead to make sure you are prepared by making ProCard restricted or larger dollar purchases by requisition before the established deadlines. The ProCard continues to be the most efficient, best solution for allowable purchases of $1,500 or less.
Meet Our Staff!

Jennifer Shelton
Purchasing, Payables and Travel

Jennifer Shelton grew up in Edmond and comes from a family of UCO graduates. After working in an accounting background for 10 years, she returned to school at UCO in August of 2010. When she returned to school, she also applied for a student worker job in the purchasing department. She didn't really expect to hear anything, so she tells us, and was pleasantly surprised when Charlene Wiles and Terrie Silvers contacted her for the position. Jennifer was such an outstanding student worker, we didn't want to lose her to another department on campus or another position, so we promoted Jen to a part-time, permanent employee as an Administrative Assistant in our department. Sweet Jen has become a wonderful and perfect fit for our department and UCO family. And...she likes us with all of our different personalities and idiosyncrasies! Jennifer has been indecisive about a major, and therefore has a variety of hours in many subjects. Among her many majors are music, computer science, accounting, nutrition, business -- there is hardly a subject that she hasn’t taken a class. She hopes that instead of making her appear “indecisive,” it just makes her seem well-rounded. She is on-track to graduate with a Bachelor’s degree in Business in spring of 2012. We have every hope that she will want to come on board full time with us after graduation. Right, Jen? Right? Jennifer has been married to her best friend, Jayme, for 7 years. Jayme is a certified histotechnician, and he is employed by a local laboratory. They do not have any children yet, but they have a beautiful wolf named Galadriel, and a sweet orange cat named Murphy. She loves her four-legged children, and thus, one more reason she fits in well with our department.

Jennifer’s younger brother, Andrew Norman, also works on the UCO campus as a TA in the mathematics department. She does not share her brother’s love of math, but that’s okay because we think she is perfect with her well rounded background.

In her free time, Jen enjoys spending time with her friends and family. She has a close group of girlfriends who call themselves the “wolf pack,” and they are looking forward to taking a Caribbean cruise together in the near future. I think we have shared this before....what happens in the Caribbean, stays in the Caribbean. A few fun women in our department...just sayin’.

We love our Jen! We hope you will get to know her because you will feel the same. Meet Jennifer Shelton!