

1. New Purchasing and Reimbursement staff

We welcomed new staff in January: Dolly Low and Caitlyn Sasaki.

Dolly came to UCI from industry with solid experience in purchasing operations, expense reporting and reimbursements.

Caitlyn is a recent UCI graduate and worked at UCI Health's Department of Ophthalmology, supporting their Procurement. She has experience with reimbursements and is proficient in processing documents in the Quali Financial System.

2. New Events and Venue Agreements Page



As part of the ongoing commitment to enhancing procurement processes, the UCI Contracts team has developed a new [Events and Venue Agreements page](#) to streamline and simplify your journey through event procurement. Visit the page to explore acceptable venues and important contract details to meet your event planning needs.

3. New P&R process diagrams are published on the SSoE website

- [Purchasing Office and General Lab supplies](#)
- [Ordering computers and/or other electronics and software/services](#)
- [Entertainment reimbursement](#)

4. Paying on Behalf of Others and Sharing Expenses



Paying travel expenses on behalf of another is unallowable per UCOP policy but may be reimbursed if a Travel group leader is set-up prior to travel. Only the traveler who incurred expenses can be reimbursed. They will have the receipts and the proof of payment. See the [UC Policy G-28 Travel Regulations](#) excerpt below. Please avoid “paying each other back” via Venmo or other apps.

University of California – Policy G-28
Travel Regulations

4. Payment of Expenses on Behalf of Others

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons; however, limited exceptions are permitted (see Section V.H.2.f) such as in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section V.E.4., Payment of Group Subsistence Expenses, for more information.)

5. Purchasing of Awards for Recognition



When it is time to celebrate, recognize, or commemorate a colleague or occasion with a plaque, award, or trophy; be sure you use an authorized [UCI Licensee](#). The [UC Code of Conduct](#) requires that any goods, including awards, be produced by an authorized Licensee. [Learn more](#) about the code of conduct for trademark licensees.

You can find a [list of current Licensees, including local ones](#), at the [UCI Trademarks page](#). Please note, that most “approved vendors” in KFS are NOT Licensees.

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6. Reminders: Employee Non-Cash Awards and Other Gifts

Employee Gifts and Gift Cards

- Holiday Gifts are not allowable to employees, per [UC Policy G-41](#).
- Recognition gifts to employees, to recognize their noteworthy work-related accomplishments, are allowable. [UC Policy G-41](#) applies.
- [UC Policy G-41](#) limits the dollar amount and frequency of gifts to employees:
 - no more than 3 recognition gifts to an employee in a calendar year,
 - **maximum of \$75** for all combined recognition gifts to an employee **in the calendar year**.

QUESTIONS BEFORE YOU TRAVEL?

We are here to help you and facilitate your research and business needs. Check [SSoE Travel Guidelines](#) or contact the Purchasing and Reimbursements Dept. BEFORE traveling at soepurchasing@uci.edu