Welcome to the Administration Orientation
INTRODUCTION

Katie Dell
BCOE SYSTEMS

John Cleary
FACILITIES AND SAFETY

Todd Ambriz
CE-CERT FACILITIES

• Required Training for access to labs:
  • Lab Safety Orientation Fundamentals
  • Hazardous Waste Management

• Required Paperwork:
  • CE-CERT Proximity Card Usage Agreement
  • All access must be authorized by PI’s via signature

• Safety Tour

• PPE
Purchasing

Valerie Thomas

Purchasing procedures can be found on CE-CERT INTRANET
Purchasing Procedures

- Sub Requestors roles are assigned by the Requestor (faculty member) this role can be given to grad students or others in the lab with net ID who have authority to make purchases. Requestor will approve all purchases prior to submission of order.
- An email will be sent to the Requestor (PI). Once the PI reviews the order and indicates a funding source. He/she then submits the order directly to the Purchasing Assist.
Deliveries to Campus

Pursuant to Campus Policy number 750.75, large equipment items requiring special handling or manpower will require the use of professional movers in order to deliver in a timely and completely safe manner. Typically, these types of items will be larger/bulky or heavier weight items needing to go into specific room locations and not left on a dock. In cases where professional movers are required, the charge for delivery will be billed to the department. If the movers are asked to uncrate the item(s) and remove waste, additional charges will apply. Most palletized items can be safely delivered by Receiving staff.

Thanks so much for your understanding and support of ensuring deliveries are made in the safest manner possible. If you have questions or concerns, please call me at x25546 or email at dolores.cordova@ucr.edu

Dolores Cordova, Logistics Manager, Logistics Services
**User Contact:** Valerie Thomas  
**Date Needed:** 10/19/2017  
**Order Description:** Gloves used for testing  
**Vendor Name:**

<table>
<thead>
<tr>
<th>General</th>
<th>Comments</th>
<th>Attachments</th>
<th>Deliver To</th>
<th>Routing</th>
</tr>
</thead>
</table>

**Shop**

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>$ 0.00</th>
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<tbody>
<tr>
<td>Tax</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$ 0.00</td>
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</table>

**Funding Source (this information is optional):**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fund</th>
<th>Function</th>
<th>Cost Center</th>
<th>Project Code</th>
<th>Amount (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>46038</td>
<td>44</td>
<td>RTXMK</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Submit  Save & Exit  Cancel Request  Exit (No Save)
We now have a punch-out for Bio-Rad for configurables only. Regular items will still need to be ordered either through the Hosted catalog, or through Storehouse. Thank you.

We have a new hosted catalog. Medline has been added for the purchase of medical and scientific supplies.

Our sales rep is:

Gia Esposito
Account Manager
Scientific Product Sales
Medline Industries, Inc.
310-505-2823
800-817-2926 (Customer Service)
geesposito@medline.com

Sharp Electronics has been added for the purchase of Laser Printers, along with related products and support. Our sales rep is Sarah Razi. 888-258-2802 x1822
Sarah.Razi@Sharpusa.com
Results for: Everything - GLOVES + Fisher First Item

Showing 1 - 92 of 92 Results

Microflex UltraSense Powder-Free Nitrile Exam Gloves; Small; 1000/CS US-220-S
from Fisher Scientific

- Part Number: 191670328 (CS)
- Manufacturer Info: US-220-S (Microflex Medical Corporation)

XC-310-S Gloves, Nitrile; Microflex; XCEED; Latex free; Ambidextrous; 9.3in. long; 2.4 mil. beaded cuff; 2.8 mil. palm thickness; 3.5 mil. finger thickness; Textured fingertip; Non-sterile; Powder free; Blue; S; 250/PK from Fisher Scientific

- Part Number: 19177521
- Manufacturer Info: XC-310-S (Microflex Medical Corporation)
- Fisher 1st Item: 89174-540 (BX) 89174-540 (CS) 108-60299-CX 7687456-10X250EA MFX-XC-310-S

XC-310-M Gloves, Nitrile; Microflex; XCEED; Latex free; Ambidextrous; 9.3in. long; 2.4 mil. beaded cuff; 2.8 mil. palm thickness; 3.5 mil. finger thickness; Textured fingertip; Non-sterile; Powder free; Blue; M; 250/PK from Fisher Scientific

- Part Number: 19177522
- Manufacturer Info: XC-310-M (Microflex Medical Corporation)
- Fisher 1st Item: 89174-542 (BX) 89174-542 (CS) 108-60302-CX 7687448-10X250EA MFX-XC-310-M

Additional filters and options are available on the left side of the screen for By Custom Attribute, By Category, and By Packaging UOM.
User Contact: Valerie Thomas
Date Needed: 10/19/2017
Order Description: Gloves used for testing
Vendor Name:

Description: Gloves, Exam; Microflex; UltraSense; Powder-free; Nitrile; Textured fingers; Nonsterile; Ambidextrous; Single-use; Length: 9.6 in. (24.4cm); Fingertip thickness: 4.7 mil; Blue; Small; 1000/CS US-220-S

Sub Total: $59.97
Tax: $5.25
Total: $65.22

Funding Source (this information is optional):

Add FAU
Display FAU Descriptions

Submit Save & Exit Cancel Request Exit (No Save)
Deliveries to Campus

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Dolores Cordova, Logistics Manager, Logistics Services
### eBuy - Purchase Order & Requisition System

**Vendor Search**

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Starts With</td>
<td>MCMASTER-CARR SUPPLY CO</td>
</tr>
<tr>
<td>Address</td>
<td>Starts With</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Starts With</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Starts With</td>
<td></td>
</tr>
<tr>
<td>Postal</td>
<td>Starts With</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Starts With</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>Starts With</td>
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</tr>
<tr>
<td>UNSTP</td>
<td>Starts With</td>
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</tr>
<tr>
<td>ID</td>
<td>Starts With</td>
<td></td>
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</tbody>
</table>

**Vendor Type**

- [Vendor Type]

**Search**

- Search
- Clear
- New Vendor
- Close

**View Vendor Requests**

### Select a Vendor or View a Vendor

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Details</th>
<th>Type</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>U000000020</td>
<td>MCMASTER-CARR SUPPLY CO - 9630 NORWALK BLVD, SANTA FE SPRINGS</td>
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<td>New Address</td>
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<tr>
<td>U000000020</td>
<td>MCMASTER-CARR SUPPLY CO - PO BOX 54369, LOS ANGELES</td>
<td>X2</td>
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<td>U000000020</td>
<td>MCMASTER-CARR SUPPLY CO - 209 AURORA INDUSTRIAL PKWY, AURORA</td>
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<tr>
<td>U000000020</td>
<td>MCMASTER-CARR SUPPLY CO - 6190 FULTON INDUSTRIAL BLVD, SW, ATLANTA</td>
<td>X2</td>
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</tr>
<tr>
<td>U000000020</td>
<td>MCMASTER-CARR SUPPLY CO - 609 N. COUNTY LINE ROAD, ELMBURST</td>
<td>X2</td>
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PAYROLL

Berenice Murillo-Quintana
TARS – Electronic timesheets

timesheet.ucr.edu
<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Updated</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 24, 2017 - October 07, 2017</td>
<td>Berenice Murillo Quintana</td>
<td>Employee Saved Timesheet</td>
<td>09/25/2017 10:11:07 AM</td>
<td>Berenice Murillo Quintana</td>
</tr>
<tr>
<td>Day of Month</td>
<td>Hours Worked</td>
<td>Vacation Leave</td>
<td>Sick Leave</td>
<td>Comp Time Off</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>SUNDAY SEP 24, 2017</td>
<td>7 REG</td>
<td>1 V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONDAY SEP 25, 2017</td>
<td>8 REG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY SEP 26, 2017</td>
<td>8 REG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY SEP 27, 2017</td>
<td>8 REG</td>
<td></td>
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</tr>
<tr>
<td>THURSDAY SEP 28, 2017</td>
<td>8 REG</td>
<td></td>
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<tr>
<td>FRIDAY SEP 29, 2017</td>
<td>8 REG</td>
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</tr>
<tr>
<td>SATURDAY SEP 30, 2017</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY OCT 01, 2017</td>
<td></td>
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<tr>
<td>MONDAY OCT 02, 2017</td>
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<tr>
<td>TUESDAY OCT 03, 2017</td>
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<tr>
<td>WEDNESDAY OCT 04, 2017</td>
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<td>THURSDAY OCT 05, 2017</td>
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<td>FRIDAY OCT 06, 2017</td>
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<td>SATURDAY OCT 07, 2017</td>
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<td><strong>Total:</strong></td>
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<td>Hours Worked</td>
<td>Vacation Leave</td>
<td>Sick Leave</td>
<td>Comp Time Off</td>
</tr>
<tr>
<td>-------------------</td>
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<tr>
<td>Sunday Sep 24, 2017</td>
<td>7 REG</td>
<td></td>
<td>1 V</td>
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</tr>
<tr>
<td>Monday Sep 25, 2017</td>
<td>8 REG</td>
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<tr>
<td>Tuesday Sep 26, 2017</td>
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<tr>
<td>Wednesday Sep 27, 2017</td>
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<tr>
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<tr>
<td>Friday Sep 29, 2017</td>
<td>8 REG</td>
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<tr>
<td>Saturday Sep 30, 2017</td>
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<tr>
<td>Sunday Oct 1, 2017</td>
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<tr>
<td>Monday Oct 2, 2017</td>
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</tr>
<tr>
<td>Tuesday Oct 3, 2017</td>
<td>8 REG</td>
<td></td>
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<tr>
<td>Wednesday Oct 4, 2017</td>
<td>8 REG</td>
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<tr>
<td>Thursday Oct 5, 2017</td>
<td>8 REG</td>
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<tr>
<td>Friday Oct 6, 2017</td>
<td>8 REG</td>
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<tr>
<td>Saturday Oct 7, 2017</td>
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Total: 79 1 0 0 0 0 0
### Biweekly Payroll Calendar for 2017 (v2-11/15/2016)

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Cycle</th>
<th>Pay Begin Date</th>
<th>Pay End Date</th>
<th>Roster Open</th>
<th>Employee Cutoff</th>
<th>Supervisor Cutoff</th>
<th>TAA Cutoff/Roster Close</th>
<th>Compute Date</th>
<th>Payout</th>
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<tbody>
<tr>
<td>Dec**</td>
<td>B1</td>
<td>18-Dec</td>
<td>1/3</td>
<td>Tuesday, January 3, 2017</td>
<td>Wednesday, January 4, 2017</td>
<td>Thursday, January 5, 2017</td>
<td>1/6</td>
<td>1/11/17**</td>
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<tr>
<td>Jan</td>
<td>B3</td>
<td>1-Jan</td>
<td>1/30</td>
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<td>2/8/17</td>
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<td>B2</td>
<td>29-Jan</td>
<td>2/10</td>
<td>Tuesday, February 13, 2017</td>
<td>Tuesday, February 14, 2017</td>
<td>Wednesday, February 15, 2017</td>
<td>2/26</td>
<td>2/22/17</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>B3</td>
<td>26-Mar</td>
<td>4/10</td>
<td>Tuesday, April 11, 2017</td>
<td>Wednesday, April 12, 2017</td>
<td>Thursday, April 13, 2017</td>
<td>4/14</td>
<td>4/19/17</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>B3</td>
<td>9-Apr</td>
<td>4/24</td>
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<td>Wednesday, April 26, 2017</td>
<td>Thursday, April 27, 2017</td>
<td>4/28</td>
<td>5/3/17</td>
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</tr>
<tr>
<td>Jun</td>
<td>B2</td>
<td>21-May</td>
<td>6/5</td>
<td>Tuesday, June 6, 2017</td>
<td>Wednesday, June 7, 2017</td>
<td>Thursday, June 8, 2017</td>
<td>6/9</td>
<td>6/14/17</td>
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</tr>
<tr>
<td>Jul</td>
<td>B2</td>
<td>18-Jun</td>
<td>7/6</td>
<td>Tuesday, July 4, 2017</td>
<td>Wednesday, July 5, 2017</td>
<td>Thursday, July 6, 2017</td>
<td>7/7</td>
<td>7/12/17</td>
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<td>B3</td>
<td>2-Jul</td>
<td>7/17</td>
<td>Tuesday, July 18, 2017</td>
<td>Wednesday, July 19, 2017</td>
<td>Thursday, July 20, 2017</td>
<td>7/21</td>
<td>7/26/17</td>
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</tr>
<tr>
<td>Jul**</td>
<td>B3</td>
<td>16-Jul</td>
<td>7/28</td>
<td>Tuesday, August 1, 2017</td>
<td>Wednesday, August 2, 2017</td>
<td>Thursday, August 3, 2017</td>
<td>8/4</td>
<td>8/9/17**</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>B2</td>
<td>30-Jul</td>
<td>8/14</td>
<td>Tuesday, August 15, 2017</td>
<td>Wednesday, August 16, 2017</td>
<td>Thursday, August 17, 2017</td>
<td>8/18</td>
<td>8/23/17</td>
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<tr>
<td>Aug**</td>
<td>B2</td>
<td>1-Sep</td>
<td>8/25</td>
<td>Tuesday, August 29, 2017</td>
<td>Wednesday, August 30, 2017</td>
<td>Thursday, September 1, 2017</td>
<td>8/31</td>
<td>9/6/17</td>
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<tr>
<td>Sep</td>
<td>B2</td>
<td>17-Sep</td>
<td>9/11</td>
<td>Tuesday, September 12, 2017</td>
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<td>Thursday, September 14, 2017</td>
<td>9/15</td>
<td>9/20/17</td>
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<tr>
<td>Oct</td>
<td>B3</td>
<td>24-Sep</td>
<td>10/9</td>
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<td>Thursday, October 12, 2017</td>
<td>10/13</td>
<td>10/18/17</td>
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<tr>
<td>Oct</td>
<td>B3</td>
<td>8-Oct</td>
<td>10/19</td>
<td>Tuesday, October 17, 2017</td>
<td>Wednesday, October 18, 2017</td>
<td>Thursday, October 19, 2017</td>
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<td>11/1/17</td>
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<td>Dec</td>
<td>B3</td>
<td>19-Nov</td>
<td>12/4</td>
<td>Monday, December 5, 2017</td>
<td>Tuesday, December 6, 2017</td>
<td>Thursday, December 7, 2017</td>
<td>12/9</td>
<td>12/15/17</td>
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</tbody>
</table>

Status: *Early Cutoff, **First Dollar Deduction Holiday
Documents on the Intranet

2017 PAY DAYS

January

February

March

April

May

June

July

August

September

October

November

December

KEY:
- MO PAYDAY
- 01 PAYDAY (No Leave Accrual)
- 02 PAYDAY (With Leave Accrual)
- 14 Biweekly Pay End Date

HOLIDAYS
- New Year's Day (observed)
- Martin Luther King Jr. Day
- President's Day
- Columbus Day
- Veterans Day (observed)
- MLK Jr. Day (observed)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (observed)
- Christmas Day
- New Year's Day (observed)
- Labor Day (observed)
- Memorial Day (observed)
- President's Day (observed)
- Columbus Day (observed)

1/1/17 - 6/7/17 (First Dater Deduction Holiday)

11/22/17 - 12/25/17 (Thanksgiving and Christmas Holidays)
Deadlines

• Pay day is every other Wednesday
• Timesheets are due every 2 weeks
• You usually have until the Tuesday after the last day of the pay cycle to submit to your Supervisor
• On Early Cutoff Dates set by the Payroll Office, that deadline moves up to Monday
• You can find the deadlines on the INTRANET
Any questions, you are more than welcome to contact me 😊

bmurillo@cert.ucr.edu
RESERVATIONS, TRAVEL, FedEx, Café Pass, and Other Front Desk Operations

Carolyn Ray
Reservations can be found in Outlook.

Please seek out John Cleary, or systems for assistance if you do not have Outlook or other programs on your computer already. To schedule and appointment with John, email, jcc@engr.ucr.edu

Systems should be contacted of all computer related questions. Email, systems@engr.ucr.edu

Carolyn, Amanda or Alta can assist you in making reservations in the mean time.
This is incorrect
Find the day on the calendar that you will be setting your reservation. If the time you wish to set your reservation is free, click on New Appointment in the upper left hand corner.

On the subject line, put your name, brief description and time you are making this reservation for. Fill in your start and end time. This will highlight your total reservation time on the calendar. If you booked an hour, an hour will be shaded in. Next, click on Save and Close in the upper left hand corner.

If you are reserving a parking spot in lot 15, you need to make a parking pass to put on your dash while you are parked.
CE-CERT RESERVATION PARKING POLICY

Before reserving a spot, you must open your calendar to show DAY VIEW. (If you do not know where to find the calendar, ask Carolyn. If do not have it on your computer, ask John Cleary.)

BCOE Building 2 Parking Slot

Students are NOT allowed to reserve this parking spot.

Lot 15

NOTE: Students may not reserve a spot in Lot 15 to attend classes. You will need to purchase a parking permit via a permit dispenser located in most all lots.

You may not reserve a time slot that is currently shaded in. This shaded area means the spot is already reserved.

If the spot is available, click on New Appointment in the upper left corner of your screen.

On the subject line, add your name and the hours you will have this place reserved.

On the location line, add your vehicle plate number and the reason you are on campus.

Make sure you have the right date, next, set your start time and end time.

Click Save & Close. Your time slot in the DAY VIEW MODE will now be shaded in. If it is not, call Carolyn at the front desk to assist you.

Do not over stay your allotted time. Do not book and park in a spot that someone has previously reserved. Both of these offenses WILL GET YOU A CITATION. Each reservation made is time stamped. So it will be a very simple to tell who booked a space first.

If someone is in the spot you reserved, please email a picture of the vehicle to Carolyn. Because most everyone pulls in nose first, a picture from behind the car will show both the plate and the (reserved for) sign in front of the car. This will help TAPS easily identify the illegally parked car and issue a parking citation.

It is solely your responsibility to make sure you do not double reserve a parking space.

Remember, all of this information can be found via the Intranet.

Intranet Web Address
http://www.cert.ucr.edu/intranet.html
UC RIVERSIDE
Bourns College of Engineering

CE-CERT Parking Permit has been issued to

Name

Valid in Engineering spaces only located in Lot 15 only

Date 8/11/2017

Time From: 12:30pm To: 3:30 pm

Reservation Required via CE-CERT outlook calendar to use
this permit.

Please make sure that this permit is placed on the dashboard
where clearly visible upon parking your vehicle.

If someone is in your parking space or you have a question,
contact Carolyn at 951-781-5791 and take a picture of the
vehicle.
CE-CERT does have vehicle you can use for short trips. A valid drivers license must be presented at the front desk before you can get the key to the vehicle.

Vehicles available are, the White Nissan Leaf, the Honda and the Silverado truck.

If you reserve the White Nissan Leaf, you are required to know how to drive an electric car.

A parking permit is not required to park on campus if you are Using one of these vehicles.

Do not park in any Reserved for CE-CERT parking spaces.
Pre-Approval Travel Request
And Pre-Approval Expenditure forms
Can be found

In the Mail Room on the Shelves

http://www.cert.ucr.edu/intranet.html
Travel Document Requirements

Pre-Approval Travel Document:
  - Must be attached and include PI signature + fund number

Air Fare:
  - Show proof of purchase
  - If it comes with a PO, please provide the PO number
  - Itemized itinerary is required.

Rental Car:
  - Please provide itemized final receipt and proof of purchase/payment

Personal Car:
  - Provide google maps and proof of mileage

Hotel:
  - Provide proof of purchase
  - If hotel room is split, please provide two separate invoices if possible.
  - Parking, room service, phone, internet will be removed from bill & added to correct tab.

Conference Registrations:
  - Please provide invoice and proof of purchase/payment
  - If there is a PO, please provide PO number.
  - Conference Badge
  - Agenda

Other Transportation:
  - Provide all receipts (Uber, shuttle, etc.) if total is $75 or more.

Meals:
  - Receipts are not required.
  - You cannot treat someone and expect to be reimbursed.
  - Meals & incidental expenses cannot exceed $71 per day. This includes room service food.

Parking:
  - Proof of parking receipts if $75 or more

Remember...
  - If receipt does not show how/what items were paid with, please provide bank statement as proof.
  - If you do not need to be reimbursed for certain items, please let me know via the comment tab.
  - If you are completely missing a receipt, fill out the Declaration of Missing Evidence Sheet.
  - Provide how you reached your destination via the comment tab.
  - The more detailed the items, along with comments, the faster the reimbursement.
And estimated cost of trip needs to be presented to your PI prior to trip.

If flying, look up the flight you would like to take, note the cost and take a screen shot and make a copy for later reference. Present the total of you estimate trip cost to you PI for a Pre-Approval signature prior to planning trip.

(Note) Your flight and/or Registration and Membership can be paid for by CE-CERT if purchased far enough in advance and with approval and fund number from your PI. (Flight could cost additional $25.00, so adjust price if asking Carolyn to purchase for you.)

No less than 1 month in advance for Registration and or Membership. Provide me with the forms and your PI’s approval and fund number.

No less than 1 week for a flight. Provide me with a screen shot of your flight and your PI’s approval and fund number and I will book the flight. I will also need you name as it appears on your ID, your Date of Birth and what type of visa if you are a foreign student.

Travel Tip: Bring an envelope or folder with you to save hold all required receipts.
Travel Reimbursement Request must be submitted no more than one week after returning from trip.

Fill in the top portion of this page. Don’t forget to give a Purpose of Trip explanation. If you drove you car for any purpose on this trip, please provide your cars’ plate number.

Pull out all saved receipts from trip and fill in the Actual Cost column. Remember, you must submit a receipt for anything $75 or more.

Your meals cost at the bottom must be completed and total added to actual cost column.

Once completed, sign at the bottom and give to your PI to sign on the Final approval line and fill the fund number.

Next, log in with your net ID and Go to iTravel to log in your trip Reimbursement.
Comments, Comments, Comments, Speeds up your Reimbursement.

No Transportation expense? Write a comment why.

No lodging or 2 people in the room? Write a comment. Who was the other person and who paid the bill.
### Transportation Expenses

| Type | Purpose | Dept Date | Dept Loc | Dest Loc | Ret Date | Ret Loc | Insur | Lic Nbr | Odom Begin | Odom End | Total Miles | Amt per mile | USD Amt | Currency | Exch Rate | Foreign Amt | Jetstcn | Prepayment | SubPO | Type | Status | Receipt Needed |
|------|---------|-----------|----------|----------|----------|---------|-------|--------|------------|-----------|-----------|--------------|-----------|---------|----------|-----------|-----------|----------|-----------|-------|------|--------|----------------|
| Air  | Fare    | 09/06/2014 | Ontario International Airport | Denver International Airport | 09/06/2014 | 09:00 PM | No    |         |            |           |           |              | 223.70    | USD      |          |            |           |          |           |       |      |         | Yes             |

**Effective 1/1/16, for travel in-state and out-of-state expense types, actual meal and incidental expenses up to $74 per day per person can be reimbursed. Please note: 1) this is a meal cap based on ACTUAL costs and it is NOT a per diem. 2) When the entire length of a trip is less than 24 hours, MSIE shall not be reimbursed UNLESS the travel includes an “overnight stay” as supported by a lodging receipt.**

### Meal / Incidental Expenses

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
<th>Type</th>
<th>USD Amt</th>
<th>Currency</th>
<th>Exch Rate</th>
<th>Foreign Amt</th>
<th>Jetstcn</th>
<th>Expense Type</th>
<th>Prepayment</th>
<th>SubPO</th>
<th>Per Diem</th>
<th>Status</th>
<th>Receipt Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/2014 05:00 PM</td>
<td>Ontario, CA</td>
<td>Lunch</td>
<td>4.95</td>
<td>USD</td>
<td>4.95</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>09/09/2014 08:00 PM</td>
<td>Denver, CO</td>
<td>Dinner</td>
<td>20.00</td>
<td>USD</td>
<td>20.00</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
### Lodging Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>State</th>
<th>Payment</th>
<th>PO/Hotel</th>
<th>Address</th>
<th>Location</th>
<th># Rooms</th>
<th>Rate</th>
<th># Days</th>
<th>Amt</th>
<th>Currency</th>
<th>Ex Rate</th>
<th>Status</th>
<th>Receipt Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/2014</td>
<td>Out of State</td>
<td>Paid upon arrival</td>
<td>Boulder 800</td>
<td>Boulder</td>
<td>1</td>
<td>79.81</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### All Comments

**Traveler - Approved Expense Reporting**
- **Location**: EONE001
- **Date**: 08/24/2015 05:48:25 PM
- **Comment Text**: I certify this expense voucher is a true statement. The amounts claimed for reimbursement are actual expenses incurred by me while on official University business for the dates indicated. They do not include any alcohol, and any other source. Original receipts have been provided to the department. Travel coordinator as required by U.C. Business & Finance Bulletin G-26 (system generated).

**Travel Coordinator - Reviewed Expense Reporting**
- **Location**: EONE001
- **Date**: 08/24/2015 04:07:37 PM
- **Comment Text**: I certify this travel expense report has been prepared in accordance with U.C. Business & Finance Bulletin G-26 and original receipts (or declarations of missing evidence) were submitted to me to support the expenses on this report as required by policy (system generated).

**Traveler - Submitted Expense Reporting**
- **Location**: EONE001
- **Date**: 08/22/2015 03:25:23 PM
- **Comment Text**: I only had a flight back from Oakland because I was on the ship the Golden Bear from Long Beach to Vallejo and I stayed at Parents house on the night of 821 to 822.
Reimbursements
For Lab and or Project supplies, use this form.
You will to itemize and total your expense, give a reason for
the expense, (justification) and your PI’s signature and fund #
on this form before turning it in along with the receipts.

Don’t forget, Forms and required documents can be found
http://www.cert.ucr.edu/intranet.html
Or
In the Mail Room on the Shelves

This form can also be used for approval to purchase Airfare
and Membership or Registration.

You will need your PI’s signature prior to giving this form along
with a print out of the flight you wish to take, your name as it
appears on your ID, your DOB and type of visa if you have one.
Or Registration or Membership form no less than one month
In advance if that is what you are requesting.
For flights, adjust cost to reflect possible $25.00 additional cost.
Fed EX

1) A fund number must be provided at the time of shipping.

2) Complete delivery address. City, State, Zip

3) Phone number or numbers must be on the Form. Preferably the destination number.

4) Number of packages, estimated value, and weight, must be filled in.

To schedule a pickup:

Call 1 (800) 463-3339 or go online to https://www.fedex.com/us/index.html
INCOMING PACKAGES

You will be sent an e-mail stating you have a package. Your package will be in the BOX ROOM, Next to the System Admin Office. You must sign out your package before taking it out of the BOX ROOM.

I will email you if a package comes in for you.

NO HAZARDOUS MATERIAL can come into this building.
Bourns CAFÉ Lunch Pass

Lunch Passes can be obtained at the front desk.
1 pass per person.
You must sign out the pass and sign back in once you return.

Passes are limited, so please remember to bring it back or I will hunt you down.
Copy and Mail Room

If you need any assistance using the copy machine, please ask Carolyn, Amanda, any staff or student. Anything not affiliated with CE-CERT may be printed on this machine. Machine prints in black & white. The machine can print from a flash drive. Save your printed material as a PDF on your flash drive or it won’t print. If the machine won’t print or needs attention, please see Carolyn or Amanda.

If you need a mail box, please see me.

There is lots of scratch paper for you to use for notes or anything else. This is located on the shelves near the top.
This Presentation Can Be found on the CE-CERT Intranet

http://www.cert.ucr.edu/intranet.html
Don’t forget, Forms and required documents can be found
http://www.cert.ucr.edu/intranet.html
Or
In the Mail Room on the Shelves

http://www.cert.ucr.edu/intranet.html
## Administrative Team Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>If you have questions about...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Dell, administrative supervisor</td>
<td><a href="mailto:katie@engr.ucr.edu">katie@engr.ucr.edu</a></td>
<td>As needed; you will be directed to Katie by the other admin staff if required</td>
</tr>
<tr>
<td>Berenice Murillo-Quintana, Payroll</td>
<td><a href="mailto:bmurillo@cert.ucr.edu">bmurillo@cert.ucr.edu</a></td>
<td>Timesheets, payroll, due dates</td>
</tr>
<tr>
<td>Valerie Thomas, Purchasing</td>
<td><a href="mailto:valerie@cert.ucr.edu">valerie@cert.ucr.edu</a></td>
<td>Purchase orders, ProCard transactions, HR paperwork</td>
</tr>
<tr>
<td>Carolyn Ray, Receptionist</td>
<td><a href="mailto:cray@engr.ucr.edu">cray@engr.ucr.edu</a></td>
<td>All front desk functions (all reservations, lunch passes, FedEx/packages, etc.); travel</td>
</tr>
<tr>
<td>Alta Vasquez, Institute Coordinator</td>
<td><a href="mailto:avasquez@cert.ucr.edu">avasquez@cert.ucr.edu</a></td>
<td>All front desk functions; scholarships and fellowships; meetings with the director or deputy director; events</td>
</tr>
<tr>
<td>John Cleary, John Cleary Jr., Systems</td>
<td><a href="mailto:systems@engr.ucr.edu">systems@engr.ucr.edu</a></td>
<td>IT and computer systems support</td>
</tr>
<tr>
<td>Todd Ambriz, Facilities Manager</td>
<td><a href="mailto:tambriz@engr.ucr.edu">tambriz@engr.ucr.edu</a></td>
<td>Facilities and safety</td>
</tr>
<tr>
<td>Briana Moreno, Analyst</td>
<td><a href="mailto:bmoreno@engr.ucr.edu">bmoreno@engr.ucr.edu</a></td>
<td>Contracts and grants</td>
</tr>
<tr>
<td>Kathy Vang, Marketing Specialist</td>
<td><a href="mailto:kathyv@cert.ucr.edu">kathyv@cert.ucr.edu</a></td>
<td>Events, marketing, and outreach</td>
</tr>
<tr>
<td>Amanda Campos, Student Assistant</td>
<td><a href="mailto:acampos@cert.ucr.edu">acampos@cert.ucr.edu</a></td>
<td>All front desk functions</td>
</tr>
</tbody>
</table>
Questions?
Thank you For Attending!