

**School of Education Administrative Forum**

**Thursday, January 22, 2015**

**159 Education Building ⚫ 9:30 a.m.**

**AGENDA**

Announcement from External Relations:  
***If you have any year-end donation checks that have come in directly to your departments or units, please send them over to the Foundation so they can complete their year-end donation book keeping.***

* Updates & Announcements
  + BUCKY Award Winner   
    (Business Office U-Rah-Rah Congratulations & Kudos to You!)
  + Cap Ex proposals for research needs – Melissa A-L
* HR and Payroll – Christy & Teri
  + HR Design Updates
* Financial Management – Toby
  + ALL AIR TRAVEL – FOX WORLD TRAVEL/UW TravelWise  
    <http://www.foxworldtravel.com/UW/>
* Facilities – Jesse
  + Stuff Exchange <https://sites.google.com/a/wisc.edu/soe-exchange/>
  + Instructional Lab Modification Program

***If there are any topics that you would like us to cover, or if you have suggestions for special guest or training opportunities that you would like to see at future forums, please let us know.***

## Melissa Amos-Landgraf Associate Dean for Administration (608) 262-4474

Teri Engelke Assistant Dean for Human Resources (608) 262-6139  
Sarah Gomez Rendon Human Resources Assistant Advanced (608) 262-4079

Alexa Kuehl Univ Svcs Prog Assoc, Office Mgmt, (608) 262-6138  
 HR, Bldg Svcs  
Christy Moldenhauer Human Resources Assistant Advanced (608) 262-9149

## Toby Schellhase Accountant (608) 262-1765

Beth Walsh   Assistant Dean - Gifts, Grants & Contracts (608) 263-5559

Jesse Winters Director of Facilities (608) 445-1878

For your computer cycle replacement this year, please charge your purchases to your 101 fund with **account code 4**.

I will do cost transfers to move these charges to the SoE Cap Ex funding, but please pursue your purchases prior to June 1, 2015.

Please let me know once your purchases are complete. If you can copy and paste the transactions from WISDM and send them to me via email, that would be a big help.

**DID YOU KNOW?**

# <http://www.bussvc.wisc.edu/acct/travel/tabtripplanning.html>

## How Will I Get to My Destination?

Employees are required to use the most reasonable form of public transportation to reach their destination.  
  
**Air Travel: How Should I Book My Flight?**(For details see [Policy 201.A - Air Travel](http://www.bussvc.wisc.edu/acct/policy/travel/airtrav.html))  
All airline reservations initiated by University employees – for either employee or non-employee travel – must be made with Fox World Travel or via the Concur self-booking tool. Visit [UW TravelWIse](http://www.foxworldtravel.com/UW/reservations/) for access to the contract vendor/booking tool and other University travel related information.