

**School of Education Administrative Forum**

**Thursday, October 15, 2015**

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

**AGENDA**

* Updates & Announcements
* Financial Management – Toby  
  + [Travel Policy Changes](http://www.bussvc.wisc.edu/acct/policy/ppindex.html)
* Facilities – Jesse
  + SoE Stuff Exchange Demo
  + Records & Archives for Space Management
* HR and Payroll – Christy, Sarah & Teri
* 10 a.m. - Special Guest Peg Eusch, Campus Records Officer

[UW ARCHIVES & RECORDS MANAGEMENT](http://www.library.wisc.edu/archives/records-management/retention-disposition/)

Overview of ownership and retention of records for HR (personnel, etc.), payroll, accounting   
and finance, and grants

***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

**DID YOU KNOW?**

<https://uw.foxworldtravel.com/policy-changes/>

[**1200 General Travel Policy**](https://uw.foxworldtravel.com/1200-travel-expense-general-travel-expense-policy/) **–** A new general travel policy is an extension of the [Board of Regents 21-5 University Travel Policies](https://www.wisconsin.edu/regents/policies/university-travel-policies/) and aligns the new travel policies with IRS Accountable Plan requirements.

* **All expense reports be must be *completed, documented and submitted within 90 days of trip end date* to avoid non-reimbursement of the expenses.**

**Vehicle Rental Gas**

* Receipts are required for **all** gas purchases related to vehicle rentals regardless of cost.