

January 2017

SPONSORED PROGRAMS ADMINISTRATION



MILEAGE REIMBURSEMENT RATE CHANGE

Effective January 1, 2017, new rates apply for mileage reimbursement.

Mileage reimbursement will be 53.5 cents, down from 54 cents. Other travel rates for state or university travel are unaffected at this time.

UEI's [travel request form](#) and [travel claim form](#) have been updated with the new rates. Please begin use of the updated forms for travel made on or after January 1, 2017.

WORKSHOPS HELD IN JANUARY

SPA offered two workshops in January -- an overview of UEI and SPA functions and services, and a detailed presentation on expenditure [forms](#) and processing. Both workshops were well attended from which we received great feedback on the key areas of interest regarding the administration of grants and contracts. Keep an eye out this spring for workshops on the ONESolution financial system, personnel hiring/management, and payroll services including the online time and attendance system, Time Online. Announcements will be made through the SPA Update, campus Monday Briefing, and the SPA website.

WELCOME NEW SPA EMPLOYEES

SPA is pleased to announce the addition of two new Analysts: Elisabeth (Eli) O'Brate and Rita Cancilla. Eli joined SPA in December and has experience working in non-profit environments where she managed grant funding. Rita has been with UEI for 16 years, and transferred to SPA from UEI Business Services where she oversaw the accounts receivables function for sponsored project accounts.