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 Kuali 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.
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. **Licensees go through additional screening before being awarded a license by UCI.** Please contact [trademarks@uci.edu](mailto:trademarks@uci.edu) if you need suggestions or recommendations for an appropriate Licensee.

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](mailto:soepurchasing@uci.edu)