

## **Administrative Services Bulletin: April 25, 2011**

By Stuart Roberts, Associate Vice Chancellor

Financial Services

### **Accounts Transaction Manager**

Budget and Cost Records welcomes Matt Seymour as the new Accounts Transaction Manager (ATM), effective April 25. Matt and his staff will be responsible for reconciling depository accounts, incoming wire transfers, petty cash, change funds, cash advances, non-resident alien taxes, PCI compliance and unrelated business income tax reporting. Matt first came to B&CR after 15 years in the Business Office; he spent the past year deployed with his military unit in Iraq. Please join us in welcoming Matt back to UAF in his new position as the Accounts Transaction Manager.

### **Financial Services Training Calendar**

A new Financial Services training calendar is available online at <http://www.uaf.edu/finsvcs/training/>. To schedule training on Banner Navigation, Travel, Procurement or Red Flag, just click training session you are interested in and a window will pop-up with an option to sign up for the class. You will need your ELMO login ID and password (same as your Google mail login and password). Select the session you want to attend then hit the "Sign Up" button at the bottom. Call Quanna Hager at 474-6424 if you have any questions about the calendar or have other training needs.

### **New In-State Per Diem Rates**

Travel Regulations are currently being amended, and within that ongoing process, Per Diem rates for in-state travel will be increased. Per diem is currently \$44 for all in-state locations. Look for an announcement when the new rates are approved, likely before the new fiscal year begins.

### **Student Thanks & Employee Accolades**

Financial Services joined UAF in celebrating National Student Employee Week (April 10-16). Departments recognized their student assistants for the contributions they make Financial Services while balancing their jobs with their studies and other student activities: Erin Anderson (Printing Services); Brittany Billingsley (Accounts Payable); Gissell Cravener and Lily Fabrizio (Business Office); Kevin Lawson (Polar Express); and Holly Seiler (Travel, recently named student of the year for the Journalism Department). Brittany Billingsley, Gissell Cravener and Holly Seiler will graduate from UAF this spring.

Congratulations also to Business Office employee Jason Miller, who will graduate with a Master's of Business Administration with a concentration in Capital Markets. Jason has worked for UAF since 1998 and with the Business Office since 2006 where he currently serves as our Student Data Maintenance Technician. Jason likes to call himself the "brains behind the operation" because he's responsible for ensuring all courses delivered throughout UAF (including distance and rural campuses) are set up in the system correctly. This includes ensuring that each course is coded with the appropriate credits and fees so students receive accurate information when they register. He also is responsible for ensuring that each student who pays for student health insurance is covered by the University's student health care plan. His daily work requires him to be detail-oriented while flexible and able to juggle multiple tasks at the same time. As one of the longest tenured employees within the Business Office, his historical knowledge is invaluable.

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