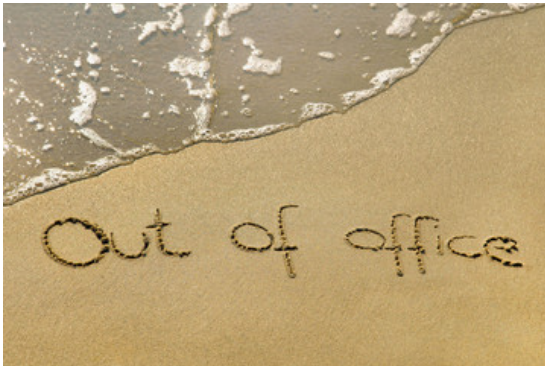


June 2022



Setting Your Proxy

If you are going to be on vacation and are a workflow approver, please be sure to set a proxy to avoid processing delays, especially as we approach fiscal year-end.

[Setting a Proxy](#)

2022 Mid-Year Mileage Rate Change

Beginning July 1, 2022, the IRS has updated the mileage reimbursement rate:

- IRS Rate: \$.625
- University Rate: \$.312
- Moving Rate: \$.22

TEVs will default to the correct rate in ProTrav based on trip start date.



IT Purchases Reminder

Beginning July 1, all IT related purchases being considered must be approved by IT (via Service Hub) prior to creating a non-catalog request in eBiz.

The IT approval must be attached to the request.

More information coming soon.

Amazon

On July 1, 2022 all Amazon Business purchases must be placed through iProcurement. You will not be able to place an Amazon order using your procard.

If you have any questions please contact Jon Westhoff in Procurement.



Unused Airfare Tickets

If you have any unused airfare credits through Direct Travel as a result of canceled trips, please try to use the credits as soon as possible. If you are unsure if you have unused credits, please send an email to protrav@uni.edu.

If you need help with applying the credit toward a new ticket, please contact a Direct Travel agent at 877-503-0017 or at corporatealo@dt.com.

[Direct Travel Resources](#)

Accounts Payable Update

Mindy Schlader's last day as the Accounts Payable Manager is June 20, 2022. Please join us in wishing her well as she pursues another opportunity.

During the transition, please direct questions that you might normally reach out to her about to the following:

- ProTrav(Travel/Pcard): protrav@uni.edu
- Supplier Entry: supplier@uni.edu
- PO Invoices/eRFP: payables@uni.edu
- All others: christina.geweke@uni.edu

