

**ACCOUNTS
PAYABLE**

**ACCOUNTS
RECEIVABLE**

PAYROLL

**PROCUREMENT
SERVICES**



Use the Short's Travel Portal

The University has contracted with Short's Travel Management for booking business-related travel, including airfare, lodging, and car rentals. The use of their Travel Portal tool provides many benefits to both University and you as the traveler.

In light of the recent Coronavirus outbreak, we are strongly encouraging the use of the Travel Portal for all travel bookings where possible. One of the primary benefits of the tool is their 24/7 Traveler Support where travel experts are available to help. If travel plans need to change, such as cancelling or postponing a trip, travelers will be much more successful in receiving refunds or exchanges when working with a contracted agent rather than a third-party vendor (such as Expedia) or through the airline website directly.

For this reason, all University business-related travel should be booked using Short's during this time of uncertainty. There are also many other benefits to using the tool. To view the complete list of benefits as well as additional information and resources regarding the Portal, visit the [Short's Travel Management](#) page on the OBO website.

[Short's Travel Portal-Academics](#)

[Short's Travel Portal-Athletics](#)

Supply Chain Interruption-Sanitizers

UNI Purchasing is monitoring the availability of hand sanitizers and wipes. Currently, due to interruptions in the supply chain and a rush on orders, the availability is very limited from our contracted vendors. We are continuously working with our vendor representatives to review alternatives and discuss opportunities. We ask that departments do not hesitate to contact us with questions. As always please be a good steward of University funds, many of these items have expiration dates and bulk buys can lead to waste.



Meet The New Coca-Cola Ambassador

Emma Kaisand has just accepted and onboarded with Coca-Cola to take over the UNI Campus Ambassador position, transitioning into Morgan Zebuhr's prior role, as she will be graduating in the spring. Emma is currently a sophomore from Waverly, IA, studying Marketing with an emphasis in Digital Media and Advertising. She will serve a two-year term as the Coca-Cola Campus Ambassador for UNI where she will enhance brand love, engage students, organize sampling events and coordinate the award of great prizes. Her favorite attribute about the Coca-Cola Company is the global diversification with a local impact. Such localization is enhanced through this ambassadorship opportunity.

You can find Emma working closely with Morgan over the spring semester. We encourage you all to stop in for a visit during any of the upcoming sampling and/or promotional events. Samplings are held in campus retail outlets, are open to students, faculty, staff and the general public and could include some great prizes. The best way to learn about events is to follow Emma on social media.

Instagram: [emmakate_08](#)

Twitter: [EKaisand](#)

Emma is thoroughly looking forward to making connections with many new names and faces, both on campus and throughout the country. We want to wish her the best of luck in this new role.

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