Travel Policy Changes

The State Accounting Office has issued new statewide travel regulations, and the Board of Regents has advised all USG institutions to implement the changes outlined below. At UGA, these will take effect November 1, 2012. Note that these regulations apply to both employees and non-employees seeking reimbursement from the University.

- Travelers should submit travel expenses for reimbursement within 45 calendar days of completion of travel. (The prior policy allowed 60 days.)
- If there is a charge for checking luggage for airfare, reimbursement is limited to a maximum of one (1) piece of checked luggage. In the event additional bags are required for business purposes, requests for reimbursement must include a written explanation.
- Travelers may upgrade from coach to business class for international flights when the nonstop portion of the flight exceeds 10 (ten) hours. Written pre-trip approval for the additional expense is required.
- The meal per diem allowance for travel in Georgia remains at $28 for standard travel and $36 for high-cost areas. For travel with overnight lodging within Georgia, travelers will now receive 75% of the allowable per diem on the day of departure and return. The maximum allowance for the day of departure and day of return for an overnight trip in Georgia will be $21 ($28 x 75% = $21) for standard travel and $27 ($36 x 75% = $27) for high cost areas. The full allowance of $28 would be allowable for the days of continued travel between the day of departure and the day of return. For non-overnight trips in Georgia, travelers will receive 75% of the allowable per diem if the travel is more than 50 miles from home and the traveler is away for more than 12 hours. The maximum meal allowance for standard instate travel with no overnight lodging would be $21 ($28 x 75% = $21) and $27 ($36 x 75% = $27) for high cost areas. Review Examples to Assist with Computing Instate Meal Per Diems for additional scenarios.
- The General Services Administration (GSA) per diems will continue to be used for travel outside the state. The $5 incidental expenses amount included in the GSA per diem rates will now be included in the reimbursement. In addition, the first and last days of travel for out-of-state trips will be reimbursed at 75% of the allowed per diem including the $5

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Travel Policy Changes (continued from page 1)

incidental expense. The 75% portions are displayed on the GSA Web site under the Meals and Incidental Expenses (M&IE) Breakdown in the row titled “First and Last Day of Travel.”

Several resources are available to assist you in implementing these changes.
- Travel Policy
- Travel Expense Statement (which has been modified to assist with computations for meal per diems)
- Employee Pocket Travel Guide

Questions? Contact Jennifer Collins or Andre Simmons in Accounts Payable.

Finance & Administration Launches Leadership Institute

Twenty-four leaders within Finance and Administration’s divisions are participating in a year-long cohort designed to expand their knowledge of “the big picture” of the University of Georgia. The year-long program consists of sessions focused on UGA and the broader perspective of public higher education, as well as professional development sessions on communications/leadership styles, ethics and crisis management. In November, the group focused on UGA’s unique role as a land-grant institution.

Participants capped off November’s two-day session with dinner with Provost Jere Morehead at the State Botanical Garden. Shown are (l. to r.): Top row: Walt McBride (Leadership Institute facilitator from the Carl Vinson Institute of Government), Robert Lewis, Casey Westbrooks, Ken Crowe, Clayton Wilcox; Second row: Chris Daigle, Leo Billups, Matt Peterson, Steve Harris, Sige Burden, Don Walter, Bill Megathlin, Kathy Pharr (Leadership Institute facilitator from OSVPFA), Ken McCollum; Third row: Therese Hodges, Bob McGee, Sandy Peterson, Jody Jacobs, Kathy McCarty, Duane Ritter, Chad Cleveland; Bottom row: Melanie Ford, Lisa McCleary, Sharon Thelen, Jeanne Fry. Not pictured: Lindsey Van Note.
F&A Merit Award Nominees Honored

It means something special when your peers recognize you for meritorious performance. In September the Finance and Administration senior staff introduced a new tradition by holding a breakfast to honor the 91 individuals who were nominated for merit awards in conjunction with the annual recognition ceremony in the spring. A crowd of more than 70 took part in the breakfast, held at The Village Summit.

“In most cases, your nominators were the men and women who work beside you every day, or customers who appreciate the service you provide to them,” Senior Vice President Tim Burgess told the honorees. “You set the example for those around you to follow, and we appreciate all that you do.”

Desktop Alerts and Text Messaging Offer Fastest Notification

Want to get the word fast in an emergency? Then you should sign up for desktop alerts.

A recent test of UGAAlert reinforces the need to receive alert messages through several means. The Office of Security and Emergency Preparedness’s post-test survey proved that the UGAAlert Desktop application provided the fastest way to receive the alert message followed by text messages. UGAAlert messages also posted quickly to Twitter within one minute and to Facebook within two minutes.

“In this test, emails were inconsistent and phone calls appear to have been slower than in past tests of the alert system,” said OSEP Director Steve Harris. “While OSEP always attempts to determine why problems occur and correct them, it is important for students, faculty and staff to sign up to receive emergency messages by different methods. If one method is slow, inconsistent or blocked for some reason, users can get the message through a different mechanism.”

Harris emphasizes that in a real emergency, OSEP expects that the first person to receive the emergency message will warn the people around them and spread the message quickly.

If you have not installed the UGAAlert Desktop Program on your computer, go to sitesoft.uga.edu and scroll down to UGAAlert Desktop section. The program will run on computers using Windows operating systems and Apple operating systems but does not currently work on iPads or similar devices. If you have questions about UGAAlert, contact OSEP at (706)542-5845.

Visit www.ugaalert.uga.edu to update your notification methods and to receive text messages.

New Name for Risk Management

The Administrative Services Division Office of Risk Management has been renamed “Insurance and Claims Management.” This name change is intended to improve the organizational description of the operation.

If you have any questions related to insurance and/or claims, please contact Kathy McCarty at 706-425-3250 or kmccart@uga.edu.

For more information visit the Insurance and Claims Management Web site.
**F&A Web Page Redesigns**

In the last few months, several divisions within Finance and Administration have redesigned their Web pages to reflect organizational changes as well as to increase interest and effectiveness.

**Food Services’ Web site** redesign includes updated navigation and design, a photo slideshow, special events calendar and live Facebook feed. The new site also contains an interactive nutritional feature called “Build Your Plate” which allows diners to see the nutritional information for the foods served in the dining commons.

The **Facilities Management Division** (formerly the Physical Plant Division)’s new Web site reflects its name change and includes updated links to FMD’s numerous customer-service sites.

**Human Resources’** new Web page design features large, drop-down menus to make it easier for faculty, staff and students to quickly find the information they need.

Additionally, a revised Web page for the **Office of the Senior Vice President for Finance and Administration** debuted on November 5, including photos of employees at work and a new “Employee Spotlight” section that will update every two weeks with interviews of individuals in the different F&A divisions.

**UGA Health Sciences Opens Its Doors**

Fall classes began at the **University of Georgia Health Sciences Campus** in August, with students from the GHSU/UGA Medical Partnership and the **College of Public Health** taking courses on site. In August, hundreds of guests from the local community packed the campus auditorium, George Hall, for the official grand opening and the campus tours that followed. More than 800 faculty, staff and students are now engaged at the Health Sciences Campus, after only the first phase of renovation. By the end of Phase IV in Fall 2015, it is estimated that the HSC population will exceed 1,400.

For more information, contact HSC Administration Director **Kathy Pharr** or HSC Coordinator **Roswell Lawrence**.
Benefits Open Enrollment
Runs Until Nov. 9

Four health plans available
The Board of Regents has reopened enrollment in the two HMO plans for 2013. Both the BlueChoice and Kaiser Permanente HMOs can be chosen as health plan options. The Open Access POS and HSA Open Access POS (high deductible) plans are also available for 2013.

Dental plan “opened”
The dental plan has been opened for now and into the future. In the past, the BOR decided annually whether to allow enrollments in the dental plan during open enrollment. This year, they announced the dental plan will be open each year during open enrollment, eliminating the uncertainty for potential dental plan participants.

Match money for HealthHub HSA account holders
For 2013, employees in the HSA Open Access POS health plan who contribute to a HealthHub health savings account (HSA) will receive an employer dollar-for-dollar match for their contributions as follows:
- Employees with individual coverage: Up to $375
- Employees with more than individual coverage: Up to $750

The employer match money will be contributed to the employee’s account equal to and at the time the amount is contributed by the employee through payroll deduction.

New limited purpose flexible spending account (LPFSA) available
Employees who contribute to HSAs are also able to participate in a LPFSA for eligible vision and dental care expenses only. The LPFSA coordinates with the HSA such that dental and vision expense claims are taken from the LPFSA until the funds are depleted, then taken from the HSA automatically. The LPFSA is a flexible spending account (use-it-or-lose-it), so plan conservatively.

Must enroll in flexible spending accounts each year!
Employees who wish to participate in flexible spending accounts (dependent care and/or medical) must enroll each year. During open enrollment, use the MyBenefits@UGA online system to enroll for 2013.

Enhanced enrollment system for open enrollment
MyBenefits@UGA, the online enrollment system, has been enhanced in time for the open enrollment period. Users will find it easier to make choices and complete the enrollment process. At the end of the process, be sure to either print the confirmation screen or choose to email yourself a confirmation of your completion of the process. If you wish to make no changes for 2013, you do not need to use the MyBenefits@UGA system.

Flu vaccines paid at 100%
For employees enrolled in the Open Access POS plan, HSA Open Access POS plan or BlueChoice HMO, flu vaccines will be covered at 100%

The holiday season is almost upon us, and that means the Cook’s Holiday luncheon is just around the corner! This year the Toyland-themed luncheon will include an extra serving day and will offer a Cook’s Featured Entrée each day in addition to the regular menu.

The annual 6-ft gingerbread house always provides a great photo opp!

The Basics
December 12-14
11:00am-2:00pm (W/Th)
11am-1:30pm (Fri.)
The Village Summit
(Joe Frank Harris Hall)
Tickets:
$15.25/person
$7.60 for children <12
Free for children < 5

Limited reservations for 11am may be made online starting November 1st. Complimentary parking will be available at the East Campus Deck.

The annual 6-ft gingerbread house always provides a great photo opp!
Open Enrollment (continued from page 5)

regardless of the place of service. To be reimbursed, the employee will need to pay out-of-pocket at the point of service and fax a copy of their receipt and member ID card to the BCBSGa BOR dedicated fax line at 1-877-868-7950. A reimbursement check will be mailed to the employee’s home address on file at BCBSGa.

Changes due to Affordable Care Act
Provisions include (but not limited to):
Contraceptive methods and counseling will be covered in all University System of Georgia health care plans as of 1/1/2013 at no cost to plan participants.

Screening for Gestational Diabetes: Will be covered in all University System of Georgia health care plans as of 1/1/2013 at no cost to plan participants.

Human Papillomavirus (HPV) testing: Will be covered in all University System of Georgia health care plans as of 1/1/2013 at no cost to plan participants.

Counseling for sexually transmitted infections: Screenings already covered at 100%; counseling will be covered in all University System of Georgia health care plans as of 1/1/13 at no cost to plan participants.

Energy Innovators

UGA’s Energy Services Department recently received the Innovation Award from the Georgia Association of State Facilities Administrators (GASFA) for the success of campus steam metering. The data collected through the five-year effort, which measures the amount of steam used in each metered building, has contributed to two major cost-saving projects.

The data showed that the Boyd Graduate Studies building was using a disproportionate amount of steam per square foot as compared to other buildings of this type. After determining the source of excessive steam use, Facilities Management made corrective repairs. As a result, the building now uses 60% less steam, amounting to annual cost savings of $200,000.

By compiling all building steam use and comparing the data to the total steam production from the Central Steam Plant, FMD staff determined that UGA’s underground distribution system needed several upgrades to reduce steam losses. Through a series of four projects totaling $3 million (almost half of which was funded through the American Recovery and Reinvestment Act), steam pit components and insulation were upgraded. The improvements are now yielding more than $800,000 in annual savings.
**Mid-Century Classic Assumes New Role**

Since the summer of 2008, when the new Lamar Dodd School of Art opened on East Campus, the original Visual Arts Building on Jackson Street has been without a permanent occupant. As of fall 2012, however, that has changed. In September, the renovated Jackson Street Building was rededicated as the home of the College of Environment and Design (CED).

The Visual Arts Building served as swing space for transitioning departments, including much of the Georgia Museum of Art staff during the museum’s recent renovation and expansion. In Fiscal Year 2011 the UGA Facilities Planning Office received approval from the Board of Regents to execute a $9.9-million renovation of the facility to permanently house CED.

“Home to the art department for almost 50 years, this uniquely modern facility provided a superb fit for Environment and Design,” said Associate Vice President Danny Sniff, UGA’s chief architect. “The newly re-purposed space includes large landscape architect studios, an exhibit gallery, a computer classroom, a design library, staff offices and two lecture halls on the first floor. This level also houses the department’s senior administration suite. The one-sided, day-lit lower level includes a second large landscape architect studio, a critique corridor, an IT office and mechanical rooms.”

Sniff notes that the project represents one of UGA’s most sustainable efforts to date, including all new windows and mechanical systems to diminish future energy demands. The project incorporates a water reclamation system and is UGA’s first building to harvest solar energy. The solar panels are estimated to provide almost 30,000 kilowatt hours of electricity each year—enough energy to operate 189 laptops for eight hours a day for an entire year. Sniff hopes the building will earn LEED Gold status.

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**New Eateries Open**

Two new campus eateries have opened—one at the Health Sciences Campus (HSC) and another on the main campus.

Dawg Pause opened in Russell Hall, the main classroom building of the HSC, in August. The eatery features sandwiches, salads, soups and convenient grab-n-go fare. Dawg Pause is open Monday, Wednesday and Friday from 8am-3pm, and Tuesday and Thursday from 8am-6pm.

Many North Campus patrons will be glad to know that ‘Tween the Pages reopened in mid-October after being closed for construction during the Main Library’s renovation. ‘Tween the Pages now offers expanded space and dining options including a new coffee bar, which brews Jittery Joe’s coffee.

Food Services operates eight campus eateries at the University that provide convenient meal options and grab-n-go choices to students, faculty, staff and guests.

Food Services celebrated two grand openings of grab-n-go eateries this fall—(l.), ‘Tween the Pages and (r.), Dawg Pause.
Chancellor’s Customer Service Kudos

University of Georgia teams once again brought home high honors in the Chancellor’s Customer Service Awards Competition: two silver, one bronze and an honorable mention for their efforts.

The annual customer service awards were created to honor employees who have gone “above and beyond” their normal job responsibilities in helping customers and consistently promoting service excellence.

Silver awards went to the UGA Career Center in the team category for its service to more than 10,000 students annually; and to the University Health Center’s counseling and psychiatric services unit in the improvement initiative category for its triage and waitlist redesign. The University Disability Resource Center won the bronze in the team category for creation of the "Coordinator of the Day" process as a way to prioritize and manage incoming calls and requests. In addition, Parking Services received an honorable mention in the improvement initiative category for Operation Safedrive, a free vehicle inspection program.

“We are extremely proud of the members of these outstanding teams,” said UGA Senior Vice President Tim Burgess, who serves as the university’s customer service champion. “I was honored to join them at the awards ceremony and to see their innovative and diligent efforts recognized. Their achievement reflects well upon the entire university and demonstrates the level of customer service excellence to which we all aspire.”

Award-Winning 4-H Publication

After 20 years of the same layout and look, the Georgia 4-H Friends Curricular Package was overdue for an update. The solution provided by University Printing not only provided a fresh look, it also garnered regional honors from the National Association of Extension 4-H Agents for outstanding contributions to the 4-H youth development program.

Graphic designer Sam Pittard took the lead on the redesign, working closely with 4-H to develop an eight-page template that featured new graphic images and the creation of a new featured spokesman, “Arch the 4-H Dawg.”

The Friends Curricular provides youth-friendly educational resources for 4th-6th graders. University Printing produced a total of 270,000 of the magazines, and Georgia 4-H awarded Pittard and University Printing Manager Max Harrell certificates of appreciation.
O-House Improvements

Students returning to Oglethorpe Dining Commons this fall might have done a double take upon entering. The space was renovated and expanded over the course of the summer, offering benefits to customers and staff members alike.

Students now have more room to sit and can enjoy selections from O’Hacienda, an interactive dining venue featuring Mexican cuisine and serving tortillas, chips and salsa made fresh daily. O’Hacienda is a self-sustaining dining venue with food prep and cooking accomplished within the venue itself. Further improvements to workflow came with the addition of modern cooking equipment and increased space in the bakeshop, another freezer in the stockroom, and a new storage space under the expanded dining area. A transit circle was built at the entrance of the dining commons to improve the traffic flow of buses and provide a safer environment for pedestrians.

Oglethorpe’s facelift isn’t limited to the dining facility; the residence hall also is slated for renovation. The Board of Regents approved in August a $5-million project for University Housing to upgrade the mechanical, electrical and plumbing systems in the 494-bed facility. The work will be performed in two phases during the summers of 2013 and 2014.

GDCP Implements Process Changes

During September, the process for enrollment in the Georgia Defined Contribution Plan was automated and the refund process moved online by the Employees’ Retirement System of Georgia (ERSGA). GDCP-eligible employees are automatically enrolled and will receive a letter from ERSGA asking them to designate a beneficiary. To do this, the employee will be instructed to create an account on the ERSGA Web site.

GDCP-eligible individuals are generally temporary, seasonal and part-time employees of the State of Georgia who are not eligible for membership in the Employees’ Retirement System (ERS) or the Teachers Retirement System (TRS).

When leaving a GDCP-eligible position, the employee can log in to his/her ERSGA account to request a refund of GDCP contributions. This process is dependent on the employing department processing an appropriate personnel to either transfer (to another UGA department) or to separate the employee from UGA employment.

GDCP instructions for supervisors and employees can be found on the HR Web site.
Tips for Preventing Theft

Each day people fall victim to some type of theft. Whenever this occurs, helplessness is a common feeling, as victims ask themselves, “What could have prevented this?” The University Police Department offers these tips on how to better protect your belongings at home, work and in public.

- Keep your belongings in a safe and secure place. Always keep your valuables (e.g., rings, heirlooms, purse, wallet, smartphone, computer or any other electronic device) in a secure place such as a safe or other lockable area. If such an area is not available, never leave important items in open view. When valuables are in plain sight, others have an opportunity for easy access.
- Make sure your home and vehicles are secured when you are away. Always check the locks on your doors to ensure they are secure. In your vehicle, always double check to be certain that your car is locked and all valuables are secure and out of sight. Remember G.O.A.L.: Get Out And Lock.

“You should always look for ways to minimize the opportunity for someone else to deprive you of your property,” said Major Eric Gattiker. “Do so by thinking ahead and by being aware of your surroundings. For example, are you parked in a well-lighted area? Are you taking a moment to make sure valuables are stored under your seat? Are you scanning the environment to see who else might be in the area? Good theft prevention starts with addressing ‘I should have known better…’ before a crime occurs.”

For additional information, contact the UGA Police Department’s Crime Prevention Unit at 706-542-0411.

1st & 10 for Game Day Recycling

UGA’s Game Day Recycling efforts are advancing downfield. Tailgaters will now find a recycling bin beside every trashcan across campus on home game days, courtesy of the UGA Athletic Association. With that commitment now in place, Game Day Recycling students are refocusing their campaign on eco-friendly education and demonstration.

“In addition to providing tips for how tailgaters can recycle more and produce less waste on game days,” said Game Day Recycling Co-Chair Rosemary Gay, “our model sustainable tailgate includes a solar-powered iPod dock, solar cooker, reusable dish kit, compost and recycling bins, local meat from the UGA Animal and Dairy Science Department, organic groceries and grilled vegetables from UGArden.”

Gay says the Office of Sustainability “has gone above and beyond expectations in providing time and support” for the students’ campaign, stocking them with “G-Day the Green Way” buttons, various posters, local food to draw in passersby and eco-friendly gear to make the tailgate a success.
Come clean! UGA offers Clean Commuter Incentives

Fall in Athens is electrifying, and the weather is perfect for getting outdoors!

The Office of Sustainability encourages you to park your car and sample some alternative modes of transportation such as walking, biking, riding a bus or carpooling. The University of Georgia partners with the Clean Air Campaign to help faculty and staff choose transportation alternatives. Fewer cars on the road means less traffic congestion and reduced air pollution. Plus, you might even win prizes for your efforts.

The Cash for Commuters program pays $3/day, up to $100 maximum for commuters who are currently driving alone and decide to switch to a clean commute. You can also earn gift cards through the Carpool Rewards and Commuter Prize programs.

Two UGA staff members recently were named as Commuter Champions, keeping 25,000 pounds of pollution out of the air: Myra Yarbray, administrative assistant in Student Affairs University Testing Services; and Karen Simmons, program specialist in CAES Food Sciences and Technology.

Want to join them? Visit the UGA/Clean Air Campaign Commuter Rewards Web site to find out how you can log your clean commutes and become eligible for cash prizes.

New Parking Deck Lighting Makes Visible Difference

Imagine lighting that is controlled wirelessly, increases safety and decreases energy consumption. That’s exactly the type of lighting recently installed in the North, South and West Campus Decks. Parking Services, in partnership with Facilities Management, planned and implemented new deck lighting commercially known as LimeLight.

“LimeLight leads the parking industry in the development of green, smart technologies through wireless lighting control capabilities,” said Parking Services Manager Don Walter. “This lighting is so advanced that when a bulb needs to be replaced, the light sends an email to the maintenance technician.”

Additionally, Walter notes that the LimeLight wireless communications network increases safety for individuals by turning static, predictable garages into dynamic environments, produces twice the light output at half the energy consumption, and reduces night time light pollution.
Travel Safety Tips

Traveling for vacation or business can be exciting and enjoyable. However, when planning a trip, the Office of Security and Emergency Preparedness encourages you to take a few moments to consider safety.

- If you are traveling internationally, register with the U.S. State Department Safe Traveler Program. If there is an emergency or if the government needs to disseminate information to Americans in a specific country, they will only know where you are and how to reach you if you have registered with them. Do so either through the State Department Web site or in person at a consulate or embassy.

- Spend some time learning about your destination(s) as well as hazards and emergencies that are more common in those areas. Prior to your trip is a good time to review responses for emergencies such as earthquakes (stop, drop and hold), severe weather responses and knowing basic first aid information.

- After you arrive, take a few moments to become familiar with your location and know at least two ways out of your hotel or any building you visit. If you are staying at a hotel, be sure to pick up a hotel business card with the address and phone number of the hotel. You might not have that information readily available otherwise.

- The mode of travel can also be important. If you are driving, make sure you have a basic first aid kit in your vehicle. If you are flying, taking a bus or riding a train, take a few moments to review the safety and security information provided by the transportation provider. Make sure you understand how to call for help if needed.

- A keychain flashlight or similar device is often the first item that should be included in any basic emergency kit. Emergencies are unexpected and often involve the loss of power or happen during inconvenient times (night time hours). When you are traveling, you will be in unfamiliar surroundings; darkness will only compound this problem. Having a flashlight in easy reach can allow you to move to safety much faster.

See the OSEP travel site for more information on travel safety classes and resources.