

November 14, 2017

To: Academic Business Officers and Analysts (via SBADM-L)
From: Cindy Doherty, Director
Academic Personnel
Re: Faculty removal, recruitment allowance and reimbursements training

Policy and protocol concerning new faculty removal reimbursement and recruitment allowance payouts can be confusing. Academic departments that invite candidates for campus interviews sometimes face challenges in processing reimbursements. The Academic Personnel Office is collaborating with Business and Financial Services' Travel Accounting to offer training during winter quarter 2018 that will focus on campus policy and protocol concerning removals, recruitment allowances, and general travel reimbursements.

Please join staff from the Office of Academic Personnel and Annette Gonzalez from Business and Financial Services' Travel Accounting office as they discuss the policy and best practices to ensure timely and accurate processing.

DATE: Tuesday, January 30, 2018
TIME: 9:30-11:30 am
PLACE: MSI auditorium room 1302

So that we may tailor the workshop to departmental needs, you may wish to submit one or more questions in advance of the workshop. You may do so via the Google form at: <https://docs.google.com/forms/d/e/1FAIpQLSe-FkeUZfnsKU8GltQOC6jQztE8hPwLzAh7IXYimor0ipXYdg/viewform?c=0&w=1>

Advance registration for the workshop will be required via the Academic Personnel web site under the "training and workshops" tab, or directly at: <https://ap.ucsb.edu/~staff.training.registration>

If you have questions about this message, please contact June Betancourt at june.betancourt@ucsb.edu or x5728.

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