

JSG BSO SPRING NEWSLETTER

03/12/2021

SPRING
is coming

NEWS YOU NEED TO KNOW

Delivery Reminders

Please do **NOT** use 2275 Speedway address for any deliveries including incoming samples or related shipments.

The University has set strict guidelines for deliveries during COVID and packages addressed to 2275 Speedway are likely to be rerouted.

For deliveries not received by BSO staff, please remember to forward proof of receipt to the Purchasing team.

Please use the following address for shipments:

(insert name here) c/o
University of Texas at Austin
Campus Distribution Services
2706 Montopolis Dr.
Austin TX 78741
Attn: Geological Sciences EPS
1.130

OR

If working solely remotely, you may want to use your home address.

Use the following address for any temperature-sensitive/ hazardous shipments. *You can also use this address if you would like to pick-up the package yourself.*

(insert name here) c/o
University of Texas at Austin
NHB Rm. 1.510
100 E. 24th St.
Austin TX 78712

This address requires your email address which is used for shipment arrival notification.

SPRING INFO FROM THE BSO

The Business Office group is working with you to complete your requests every day. This time of year, compels us to count our blessings—and among them are good customers like you. May the beauty and joys of the season stay with you during the whole year.

CONTACT US

JSG - Business Services Office

Email: geobus@jsg.utexas.edu

Website:

<https://www.jsg.utexas.edu/about/offices/business-services/>



Travel

A travel exception is required for all travel. Travel is currently restricted, please submit an exception request about 30 days prior to your travel for review and approval. We ask that you submit your exception request for all international travel 6-8 weeks prior to the travel date. Once your exception is approved, please remember that you also need to complete a Request for Travel Authorization (RTA) prior to your travel date. Please submit RTAs at least 2 weeks prior to your travel date. Electronic travel forms can be found on the BSO website under “Travel and Reimbursements for Travel”.

A Travel Authorization (RTA) is required for expenses related to virtual conferences even though there is no actual travel. These RTAs do not require an exception to travel approval; but, as with all other RTAs, they must be submitted 2 weeks prior to the date of the virtual conference.

Official Occasion Expense

Official Occasion Expense Forms should be submitted **two weeks before the event date** for processing. If the estimated cost is over \$500, please provide a budget of the expected expenses. Electronic OOEF forms can be found on the BSO website under “Accounting”.

