

Lab structure

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1 Buying things

1. all purchases much go through ebuy. Do the trainings and become a subrequestor and order that you need (only PI and postdocs are requestors)

2 Travel

1. use connexus for travel that way Paige can make sure you are doing it right and you don't have to pay out of pocket for flights. Tips:
 - (a) it takes a while to get access, ask early. If you don't get it worked out in time, have someone with access book a guest ticket for you
 - (b) it clears all reservations at midnight unless Paige approves them, so book during business hours
 - (c) rental cars cannot be booked on an FAU, you have to pay out of pocket and be reimbursed. Contracts use UC rates and insurance so yours is not primary. Never book a rental car without using the UC rate.
 - (d) you can use a personal car (0.55 a mile), but you need to prove it is cheaper than flying
 - (e) if you leave for any airport than ONT, you need to provide a screen shot from connexus that the other option is cheaper.

3 Avoiding paying out of pockets

1. use ebay. You must use ebuy anyways.
2. use connexus for flights and book directly on an FAU
3. apply for a travel car. For multi-year people only. Expect it to take a month to receive.
4. ask for a travel fund forwarding at least 30 days in advance. This is a lot of work for everyone and should only be used in emergencies.