

# Lab structure

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## 1 Buying things

1. all purchases should go through Leah, use the request form and email to Ecology and Evolution Program [jecolevol@uoregon.edu](mailto:jecolevol@uoregon.edu),
2. you can buy things (i.e., at costco) and keep the receipt to get reimbursed.

## 2 Travel

1. use Connexus for travel, Leah 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) You must make a request request, the PI/Leah will approve it, then you can book travel.
  - (c) it clears all reservations at midnight unless Leah approves them, so book during business hours.
  - (d) rental cars and hotels cannot be booked directly on an index, you have to pay out of pocket and be reimbursed. Contracts use UO rates and insurance so yours is not primary. Never book a rental car without using the UO rate.
  - (e) you can use a personal car (0.55 a mile), but you need to prove it is cheaper than flying (or a reason for why you cannot fly)
  - (f) Leah can book conference registration fees on the IEE credit card to avoid paying out of pocket.

## 3 Avoiding paying out of pockets

1. use connexus for flights and book directly on an the IEE card
2. apply for a travel card. For multi-year people only. Expect it to take a month to receive.
3. 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.