NEWS FROM THE WINERY
Contact: Chik Brenneman

Fall Research Projects

The Harvest Center is up and running and ready for you to key in your projects. Please contact me for access if you don't already have such.

To access the system, navigate your browser to the Department’s website: http://wineserver.ucdavis.edu/. Click on the link to the internal site and follow the prompts to access. You will need to provide your Kerberos username and password to enter. Once on the internal site, click on the ‘Harvest Center’ link on the left hand side of the page.

***REMINDER-Enology Building Doors and Red Room Temperature Control***

Two research projects require that we store case goods in the red room at 67°F. I ask that you do not adjust the temperature without first consulting me. Door cards are required for access to the red and white rooms. Do not prop the doors open outside of these time periods.

Travel Expenses
Contact: Laura Kemp & Lisa Cruz

There are many fields to complete on the Travel Expense form. Some things to watch for are:

- If meals are being claimed, the departure and return time are required.
- Signatures of traveler and of higher authority are required (supervisor, department head, etc.)
- If mileage is claimed, the license plate number of the vehicle is required.
- Complete explanation should be provided every time on the form (who, what, when, where, why of the travel). For example, the word “research” does not explain what kind of research. If a detailed explanation is not provided for travel on the Travel Expense Voucher it will be returned by Accounts Payable thereby delaying reimbursement.
- Lodging, meals, or miscellaneous expenses should be claimed individually, on the day they were incurred (should not be lumped together).
- If a private vehicle is used in lieu of air transportation, an explanation and comparable airfare amount must be given.

Contact: venaccounting@ucdavis.edu
Hello MyTravel Users,

We are pleased to announce that, based on your feedback, DaFIS Decision Support (DS) query **T&E Report Lookup (319)** now includes reports that have been initiated but not submitted! Previously, the queries only displayed reports that were already in routing, or already approved. To see a report that was still in a user’s In Box, you had to use DS query **T&E Report Detail (316)**, which required that you enter the report number. DS 319 allows you to find reports by traveler name, department, and school or college. You can also filter by report status, date range, and amount. In addition, you can sort the results by clicking on the column headings. We hope you find this modification helpful. As always, if you have MyTravel questions, please contact us:

Campus – mytravel@ucdavis.edu or leave a message at 530-757-8888

Health Systems – mytravel@ucdmc.ucdavis.edu or 916-734-9168

You can subscribe or unsubscribe from the **MyTravel-info** list at [http://accounting.ucdavis.edu/Forms/Emailform.cfm](http://accounting.ucdavis.edu/Forms/Emailform.cfm).

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**Here are some points to remember when submitting entertainment expenses:**

1. In the **Name** section, enter an individual’s name, not the department name.

2. For recruitments, please add **Comment**, enter the names and titles of those being recruited and the reason for the recruitment (e.g., job openings, NCAA sports, academic student recruitment, etc.)

3. In the **Reason for entertainment** adequately explain why the event occurred. For example, when meeting with prospective donors, you could state, “Dinner for potential donors to share the department’s plans for a new library, in hopes of gaining financial support”.

4. In the **Date(s) entertainment occurred**, explain why the meeting had to take place over a meal instead of taking place during regular work hours. University policy requires that meals or light refreshments provided in the course of a business meeting must be a necessary and integral part of the business meeting, not a matter of personal convenience. University policy does not permit reimbursement when two or more employees choose to go to lunch together to continue their business or when the meeting could have been scheduled during regular working hours.

**Other Information**

1. **Attendee Lists** must contain the following, whether you manually enter the names (10 or less attendees) or fax a list: Name, Title, Company, Type (Business Guest, Employee, Spouse, etc.)

If the event was open to the public or campus and the attendee list isn’t available, make sure to include the open invitation flyer with the Entertainment Expense form.

2. If the host of an event is someone other than the payee on the report, appropriate signature approval is required.

If you have MyTravel questions, please contact us: venaccounting@ucdavis.edu
### Wireless Telephone Laws and University Guidelines on the Use of Hands-Free Devices

California's new Wireless Telephone Laws went into effect on July 1, 2008. The new law prohibits all drivers from using a handheld wireless telephone while operating a motor vehicle. The law exempts emergency personnel as well as any emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services agency.

Under the state law, motorists over the age of 18 are permitted to use a hands-free device while operating their personal vehicle. However, University of California Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources prohibit the use of any wireless device while driving, whether handheld or hands-free.

The University guidelines state that employees are "expected to avoid using a cellular phone or any other type of electronic communications equipment under any circumstances where such use might create or appear to create a hazard, including use while operating a motor vehicle." This policy is to be interpreted as follows:

-- University-provided phones are not to be used while operating any motor vehicle at any time, including your personal vehicle. This includes hands-free phone devices.

-- **Personal phones are not to be used while operating a university-owned vehicle. This includes hands-free phone devices.**

-- Campus emergency personnel are exempt from this policy, and any University employee may use a cell phone in an emergency as described above.

Although it is not specified in either the state law or the University guidelines, please refrain from text messaging while operating a motor vehicle.

### New Employees

Contact: Anne Berg

There are 3 new bi-weekly student employees in the Dave Smart lab this summer, John Khayami, Megan Kyles, and Jason Moravec.

Larry Williams has hired Kyle Pearsall as a GSR working in Davis and Ioannis Toutountzis from Greece as a Jr. Specialist working at the Kearney Ag Center.

Matthew Fidelibus rehired Socorro Cisneros as part of his summer crew at the Kearney Ag Center a few weeks ago. Joseph Stoll, who is from France, will be starting as a Jr. Specialist soon. Raquel Gonzalez of Spain will also be working for him this summer. Matthew will be hiring several others at the KAC but we do not have the details yet.

Angela Marcobal is now officially a postdoc and Man Ki Tsui is a new Junior Specialist working for Dave Mills.
Active Shooter Survival
Following the tragedy at Virginia Tech last year, UC Davis Police created a program called Community Survival Strategies for an Active Shooter. They have a 1.5 hour presentation but for those of you who have not been able to attend, here are some of the basics:

Strategy – Get out, Escape!
- Take cover
- Hide
- Play Dead
- Attack (Last Resort)

Safe Place – At least 2 exits, including windows
- Doors that lock
- Furniture to block doors
- Telephone – Cell phones on vibrate
- Look for any chance to Escape!

Be Prepared – Think about escape routes in advance.
- Don’t take chances, follow police/dispatcher directions

All UC Davis Police are trained in Active Shooter contact. Most mass shootings at schools are not ended by police intervention. Refer students to counseling and psychological services at: caps.ucdavis.edu.

R4 Multibin
We have received a multibin for recycling batteries, CD’s, electronics and inkjet cartridges. I have requested that we keep the bin until August to facilitate recycling during packing for our move. The bin is located on the first floor in the main foyer.

Travel Insurance Reminder
If you are traveling on business this summer remember, you can register all of your business travel at www.uctrips-insurance.org/. There is no cost associated with registration.

Be Smart About Safety
There will be money made available for the 2008-2009 fiscal year. I intend to submit requests for safety equipment for the new building. If you have a safety need you think could qualify contact me about submitting a request. Equipment that could be eligible would include carts, stepladders, stools, shelving, etc. I have some incentives available for those of you who come up with good ideas in any of these areas.
Move Information
Contact: Cary Doyle

Chipman boxes - We have rented reusable one piece packing boxes from Chipman. We paid a deposit on these, about $2.00 per box, which will be returned to us for each box that we return to Chipman after the move. At the time of the move, I will send out instructions on where to return boxes that you are finished with. To obtain these boxes for your use, please email me your request. State how many boxes you want. I will deliver them to you. You can send me as many requests as you need to fulfill your packing requirements.

Chipman box labels - Each box that I give you will have a small blank colored Chipman label in the upper right corner of one of the ends. Please write the four digit number of your destination RMI room on the white part of that label. Do not write anything else there. It is not necessary to write anything like "RMI or North Building or Sensory Building", because each every space at the RMI has a unique room number. If you don't know your office or lab room number yet, look at the flyer that I posted outside of each of our current offices and labs.

Chipman box additional information - If you wish to put additional information on the outside of your Chipman boxes, such as "box 37 of 60" or "100 mL beakers", please put a small piece of lab tape on top of the box and write your comments on that only.

Packing materials - You will need to provide whatever you want to use (bubble wrap, foam peanuts, paper, etc.)

I will be sending out more information soon about how to handle other types of boxes and pieces of equipment.