



VARIANT EXPENSE TABLE

Standard Business Mileage Rate

- Effective January 1, 2018: \$0.545 per mile
 - Effective January 1, 2017: \$0.535 per mile
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Private Residence Lodging

- Daily rate - \$25
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Wireless Communication Stipend (Includes Voice, Data, and Text Communications - Local & National) 7/1/2014

Tier	Description	Amount (*)
One	Limited business usage	\$35.00
Two	Moderate business usage	\$70.00
Three	Frequent business usage	\$105.00
Four	Unusually high business usage	\$140.00

* The stipend amount above reflects the gross amount, a gross-up for payroll tax purposes has already been included.

Travel Advances

- Promissory Note requirement: threshold - \$10,000



Term Contracts
July 1, 2017 through June 30, 2018

Travel Agencies (T718)

Agency	Address	Phone No.
AAA Cincinnati Business Travel	15 W. Central Pkwy. Cincinnati, OH 45202	(513) 762-3301
STA Travel Inc.	750 State Highway 121 Ste 250 Lewisville, TX 75067	1-800-495-5832

Payroll Agencies (T947)

Agency	Address	Phone No.
Superior Talent Inc. Resources	4770 Duke Dr, Suite 198 Mason, Oh 45040	513-881-6960

Vehicle Rental (T763-18L)

Cincinnati Area Vehicle Rentals

Agency	Phone No.
Contact UC's Transportation Services	513-556-4424

Vehicle Rental While Traveling

Agency	Corporate ID#	Phone No.
Enterprise Rent-A-Car / Reservations	XZ38Y12	1-800-261-7331
National Car Rental / Reservations	XZ38Y12	1-877-222-9058

Concur Log in: <http://www.uc.edu/af/travel.html>

Temporary Employment Agencies (T982)

Agency	Address	Phone No.
Crown Services Inc.	4050 Executive Park Dr Ste 1N Cincinnati, OH 45241	513-772-7242
Diversity Search Group LLC	285 Timber Ridge Dr Pickerington, Oh 43147	614-352-2988



Term Contracts (Continued)

**Moving and Storage - Households
(Any move from a non-UC location to UC or Cincinnati Area)**

Term Contractor/ National Affiliate	Contact	Phone No.
Ray Hamilton Co.	J.D. Wallis	513-693-4544
Planes Moving & Storage	Karen Rogers	513-759-3612
Bell Moving & Storage, Inc	Bill Kissel	513-942-7500
Brendamour Moving & Storage	David Malloy	513-860-0077 ext. 124
University Moving & Storage	Mark Bruns	800-543-8689

- Departments should request a quote from two term contract movers along with a deadline to respond.
- The local moving company will coordinate with the national affiliate.
- The national affiliate will contact the individual to be moved.
- Departments do not have to wait for vendors who do not respond in a timely manner but should keep supporting documents, and inform Mike Myres at myresmp@ucmail.uc.edu

Signature Authority Limits as Delegated by the Board of Trustees

The following signature authority limits apply to contracts, purchase orders, and modifications thereof that require the expenditure of funds by the University. For further information regarding these limits and their application, see links below to the University Rules.

Up to \$4,500,000	Office of the President
\$4,500,001 to \$5,000,000	President with consent from the Chairperson of the Finance and Administrative Committee
\$5,000,001 or over	Board of Trustees

Please reference:

- University Rule 3361: 10-1-06 (Board of trustees bylaws: Execution of instruments)
www.uc.edu/Trustees/Rules/RuleDetail.asp?ID=67
- University Rule 3361: 20-23-02 (Contracts: Purchasing , competitive bidding)
www.uc.edu/Trustees/Rules/RuleDetail.asp?ID=42