

**Department of Earth and Environmental Sciences**  
Graduate Student Financial Guidelines  
*Updated July 2021*

- General payroll, insurance, and HR questions should be directed to Human Resources and/or Payroll at x4042 or [hrservice@syr.edu](mailto:hrservice@syr.edu) / [payroll@syr.edu](mailto:payroll@syr.edu).
- General tuition/billing questions should be directed to the Bursar's Office at x2444 or [bursar@syr.edu](mailto:bursar@syr.edu). The Budget Administrator is very rarely involved with these matters.
- Purchase supplies through our department accounts whenever possible. They are automatically tax-exempt and are often given special pricing. There are forms available on our [Answers](#) page to request purchases and the Department Office will complete the order on your behalf.
- Tax-exempt forms are available through MySlice. They should be used for all University/research-related purchases.
- The Department offers financial assistance to students presenting research at professional conferences. You may apply for funding through via form on [Answers](#).
- Please notify Andrea Turnbull ([alturnbu@syr.edu](mailto:alturnbu@syr.edu)) if you receive a grant or award from outside the Department as soon as possible. She will handle coordinating with the paying party's office and depositing the funds for your personal use.
- Reimbursement guidelines:
  - You are eligible for reimbursement for any research-related purchases or travel made for University/Department business. Forms to make such requests are available on our [Answers](#) page.
    - Please note that you will not be reimbursed for any sales tax paid on purchases (see information above on tax exemption).
  - The reimbursement process is now paperless. Except in very rare circumstances, all receipts and information should be submitted electronically via the [Answers](#) form.
    - Paperwork and receipts (that are not sent digitally) need to go through a scanner. With that in mind, please do not staple anything that you hand in to the Office and ensure that you have taped your receipt to the form on all sides.
  - For travel-related reimbursements (including per diems), you must wait until you are completely ready to be reimbursed (i.e., have returned from your trip) to hand in travel reimbursement receipts. We are unable to accept them before you have returned from your trip, in the event there are cancellations or changes to your flights, hotels, etc.
  - Travel advances are possible in certain situations. See Andrea for more information.
- It is highly recommended that you enroll in both Payroll Direct Deposit and Non-Payroll Direct Deposit (via MySlice) as soon as possible. This is the fastest way to receive paychecks, reimbursements, stipends, prize money, etc. and ensures you will not miss any payments in the event that the campus needs to close unexpectedly.
- If you have personal research funds available to you, it is important that you independently track your own expenses and income. Your account balances are ultimately your responsibility.
  - Andrea is available to offer general advice and will perform routine basic bookkeeping and confirm balances once per year.
  - If you would like a template to track your funding, please contact Andrea.