

Business Office

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Disbursements

- [Chart String References and Accounts \(BFAS\)](#)
- [Employee Reimbursement Request](#)
- [General Ledger Training](#)
- [Interdepartmental Order \(ID\)](#)
- [Payment for Professional Services Rendered by Non-Employees](#)
- [Purchase Orders \(POs\)](#)
- [Requisitions](#)
- [Travel Vouchers](#)
 - [Faculty Travel Requests](#)
- [Stipend Payments- Grad Students](#)
- [General Forms: Comptroller](#)
- [General Forms: BFAS](#)

Procurement Cards

- [University Procurement Card Policy \(SU Policies\)](#)
- [Credit Card Procedures \(BFAS\)](#)
- [Travel & Expense Center Training Documents \(BFAS\)](#)
- [Forms \(BFAS\)](#)
- [Accidental and Invalid Charges](#)

In the event that you need to use a BFAS procurement card form you MUST contact us at soebusinessoffice@syr.edu.

Human Resources/Payroll

- [Hiring Student Employees](#)
- [Hiring Temporary Employees](#)
- [Employee Payrate/Chartstring Change](#)
- [Knowledge Network \(HR/Payroll/Hiring\) 2022 \(pdf\)](#)
- Requesting a PER (New Position)
- PTI Job Posting Request

Academic

- [Agency Agreements](#)
- [Graduate Assistantships](#)
- [Reconfigure Student Award](#)
- [Graduate School Awards Forms](#)
- [Registrar Trainings](#)
- [Fellowship Process](#)

Additional information on grant and sponsored project services and funding can be found under [Research Resources](#).

Travel and Reimbursements

- [Travel Request Form \(pdf\)](#)
- [Grad Student Travel Grant Program](#)
- [Reimbursement Eligibility for Expenses and Travel](#)
- [Employee Expense Reimbursement Request Form](#)
- [Travel Voucher Forms and Mileage Rates](#)
- [Fringe Benefit Rate Calculation](#)
- Direct Deposit for Reimbursements/Expenses
 - Visit [MySlice](#) > Employee Services > Employee Reimbursement > View/Update My Direct Deposit
- Tax Exemption information and form
 - Visit [MySlice](#) > Employee Resources > Travel and Entertainment