

Welcome to the Department of Mathematics!

The information on the following pages will introduce you to the activities of the Mathematics Business Office, located in 221 Altgeld Hall.

WHO TO SEE AND WHY

Wendy Harris, Director of Budget and Resource Planning

- Financial reports
- Grad student, Undergrad student, hourly, and summer faculty appointment processing
- Transferring of charges
- Grant preparation: procedures, processes, budgets
- Deposits to the department checking or gift accounts
- Office space distribution

Sherri Kiska, Accountant I

- Faculty/Postdoc/visitor discretionary accounts (if applicable): use, balance
- Reimbursements for international travel
- Reimbursements to international visitors
- Telecommunications issues (anything phone related)
- Hotel reservations for department sponsored conferences
- Seminar accounts: use, balance

Ann Byers, Office Support Associate

- To place an order for supplies or books (see Jonathan Manton for a computer purchase)
- Reimbursements for domestic travel or other expenses
- Maintenance requests (light bulbs, A/C units, etc.)
- Faxes: will assist you in using the machine
- Inventory: will assist you in having computers/furniture removed from your possession
- Borrowing a projector for class
- Hotel reservations for visitors

RESOURCES

DEPARTMENT OF MATHEMATICS

Summary of travel regulations/guidelines:

Attached!

General guidelines for expenses:

Attached!

How to Read Account Statements

http://www.math.uiuc.edu/Bourbaki/How_to_read_statements.html

How to Use Fastlane

http://www.math.uiuc.edu/Bourbaki/Grants/grant_funding.html

Due dates for Faculty/PostDoc/Grad funding (off-campus and on-campus)

http://www.math.uiuc.edu/Bourbaki/Grants/grant_deadlines3.html

Links for Funding Resources in Mathematics

http://www.math.uiuc.edu/Bourbaki/Grants/grant_resources1.html

Table on Reimbursing Foreign Visitors

http://www.math.uiuc.edu/Bourbaki/foreign_national_payment.pdf

Visitor Reimbursement Form (also available in 221 Altgeld)

<http://www.math.uiuc.edu/Bourbaki/VisitorReimbursementForm.pdf>

Employee Reimbursement Form (also available in 221 Altgeld)

<http://www.math.uiuc.edu/Bourbaki/EmployeeReimbursementRequestForm.pdf>

EXTERNAL

Nessie: Used for benefits choice, correcting personal information, obtaining pay stubs

<https://nessie.uillinois.edu/cf/index.cfm>

Information about booking travel: discount programs and preferred vendors

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=booking>

Travel reimbursement rates

Domestic travel:

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=ratesatglance>

Foreign travel: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78