Your FHSS Financial Team
Is Here to Serve

- Y-Expense Questions
- Endowment and Gift Accounting
- Cash Deposits
- Purchasing Card Questions
- Student Travel Questions
- Research IPA Questions
- Summer Research Questions
- Bookstore, Print & Mail, and Veracity Billing
- Strategic Budget Planning, Projections, Expenditure Reviews
- Y-Time System – Staff/Student Issues (i.e., hours worked, timecard issues, overtime, ACA issues, other approvals)
- Travel Expense Questions
- Capital Equipment/Computer Requests and Questions
- Faculty (PDL) Leave Issues
- Faculty Contract Questions
- Petty Cash Applications and Audits
- Non-Student Hiring Questions
- Compliance with all University Policies and Procedures

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Frequently Asked Questions

Why are my expense reports returned when I claim full per diem for five days even though I was technically gone for five days?
The university expects that the traveler will have breakfast at home before the flight and dinner at home after returning. It is also expected that the traveler reduce the number of claimed per diem meals by the number of meals provided by the conference attended, etc.

Why does the Dean’s Office review my bookstore and other financial statements?
The Dean’s Office reviews bookstore and other financial statements in order to protect FHSS faculty and staff when the university audits the college and finds discrepancies. We are being proactive while the purchase is fresh in mind as to the business purpose of an unusual expenditure. We keep a file of this information so that we can share it during an audit showing the appropriate information recorded at the time of purchase.

Why does the university require so many petty cash audits?
The university views those in charge of petty cash as stewards over tithing money that should be used in the most effective ways possible. Therefore, it has set up biannual audits to verify that the stewards keep that money organized and maintain records of how it is used.

My research assistant just graduated, but I really need him/her to continue to help me for the next two-three months. It would just take too long to train a new RA and the project has a deadline I need to meet. What can I do?
First, do not make any promises to the individual. The university has a set process we must follow to hire the graduated person as a temporary part-time staff (½ time employee). This process has several “approval” check points, and it is possible for the request not to clear any one of them. Contact Mike B. and he will send you a list of needed information in order to steer your request through the entire process and complete the hire.

I need the services of an off-campus person or company in order to complete a certain portion of my research project. How can I set up an Independent Contractor arrangement with them?
The University has strict rules, dictated by the IRS, governing Independent Contractors (IC.) Contact Mike B. for more information. He will help you prepare the IC Agreement contract, secure BYU approvals, and the eventual payment for the IC. This process is to be done BEFORE the work can be started.

I need to make a purchase, but it costs more than the limit on my p-card. What do I do?
Depending on the purchase and the amount, the purchase can be completed in a number of other ways. In rare instances, a temporary increase in the P-Card limit may be obtained. Please call our office and we will help you make the purchase.

I have an outside grant that is supposed to pay me a month’s (or more) summer salary. How do I go about this?
Mike B. can assist you with this process and complete all the necessary forms and ePaf requests, as well as re-writing your BYU contract term if necessary.

I applied for a Professional Development Leave that was approved. How do I access the funds?
Mike will be happy to go over your budget with you and help you set up the various expenditures. He and the students will track your expenditures to be sure you do not go over your approved budget.

I applied for College research funds, but I didn’t see a transfer of those funds into my faculty consolidated research account. What’s the deal?
We transfer funds after receiving the information from Mark Showalter, Associate Dean. Let either Mike know if you feel you should have more funds than are in your account, and we will determine what the problem is!