

Your FHSS Financial Team Is Here to Serve



- Y-Expense Questions
- Endowment and Gift Accounting

- Y-Time System – Staff/Student Issues (i.e., hours worked, time card issues, overtime, ACA rules, other approvals)

- Cash Deposits
- Purchasing Card Questions
- Student Travel Questions
- Research IPA Questions
- Summer Research Questions
- Bookstore, Print & Mail, and Campus Billing
- Strategic Budget Planning, Projections, Expenditure Reviews

- Travel Authorizations and Expense Questions
- Research Equipment/Computer Requests and Questions 
- Faculty (PDL) Leave Issues
- Faculty Contract Questions
- Research Cash Applications and Audits
- Non-Student Hiring Questions
- Help for 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.

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 us and we 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 arrange to pay them?

The University has strict rules, dictated by the IRS, governing Independent Contractors (IC.) Contact us 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?

We 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?

We will be happy to go over your budget with you and help you set up the various expenditures. We will track your expenditures to be sure you stay within your approved budget.