How to Spend Money
as an EEB grad student

M | LSA
ECOLOGY AND EVOLUTIONARY BIOLOGY
UNIVERSITY OF MICHIGAN

Your SOA and You

Congratulations! EEB has awarded you funding! Every time this happens, it's recorded in your SOA, or Statement of Activities. You can find your SOA in your Google drive, as a file shared with you by the graduate coordinator. A lot of the rules below are there to make sure your SOA stays balanced, and you don't overspend. Your SOA contains a six-digit **shortcode** for each of your awards that routes the correct funds to pay for your stuff.

How do I buy stuff?

1 Your first stop is M-Marketsite, which you can find through Wolverine Access. It's easy, convenient, and has a retro style that makes you feel like you're online shopping in the 90s! Put what you need in a cart and assign that cart to Rory Walsh (roryw).

2 Just buy it from U-M! Works for DNA sequencing, poster printing, etc. You just need the shortcode from your SOA! Let the grad coordinator know so they can update your SOA with the expense.

3 If you can't get it through a U-M system, or you think you can but can't figure out how, email Jackie Glebe (jackjazz@umich.edu) in Purchasing. She can often find you the best price, but be prepared for some paperwork.

4 If none of that works, in some circumstances you can buy it yourself and get reimbursed. Be sure to talk to the grad coordinator first! You'll need to give them an itemized receipt within 30 days of the purchase, so they can get it processed for you.

Things to not buy:

Office supplies: We already have those! Check the supply closet (BSB 2247) or just ask in the office. Does not include special stuff for fieldwork.

clothing   shoes   sunblock

child care   rent :(replacement Mcards

Essentially, U-M doesn't want you using their money to buy things you would need anyway. But if you need specialized equipment for the field, like waders, that's okay. If the distinction is fuzzy, just ask us!

Remember...
If you buy it with U-M funds, it belongs to U-M!

How do I book travel?

You'll use a website called Lightning, which feels remarkably like a normal travel booking site! You just have to find it first. Search Wolverine Access for "travel booking," then navigate to the CTP homepage. If it's your first time, you may need to set up your profile under "Profiles," but otherwise you should be able to select Lightning from the menu on the left, add yourself as the traveler, and eventually select UM's business account as your payment method (it will just show up).

Remember to reconcile your expenses in the online system when you get back! Here are some tips on expense reports.

How do I hire people?

If you want to hire someone to help you with your research, email the grad coordinator to decide on a job title, pay rate, etc. They will contact HR to get the person hired, and be in touch with you every two weeks to approve their time sheets. Be ready to check those time sheets for accuracy and get back to them promptly--hiring someone is a big responsibility!

Still have questions? Details on expenses can be found on pages 47-52 of the Graduate Handbook, or as always, you can...

Ask the Grad Coordinator!
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