

How to Spend Money

as an EARTH grad student

Every award you receive at EARTH (beginning with your start-up and professional development fund, but including Rackham Research Grants, Turner Awards, and external funding) will be stored in what's called a "project/grant" managed by the Randall Business Office, similar to your PI's sponsored grants. You may have access to view your current balance through M-Reports (in Wolverine Access), or you can email the business office at randall.bus@umich.edu to ask for your current balance, statement of activities, or shortcode. A shortcode is a six-digit code used to route an expense to the correct place.

How do I buy stuff?

- 1 Your first stop is M-Marketsite, which you can find through [Wolverine Access](#). Put what you need in a cart and assign that cart to Nancy Kingsbury (nkings) or Amira Dallal (amirad)
- 2 Just buy it from U-M or a [strategic supplier](#). In most cases, you'll just need the shortcode.
- 3 If you can't get it through a U-M system, or you think you can but can't figure out how, email Procurement (lsaprocurement@umich.edu). They can often find you the best price.
- 4 In some circumstances (e.g. rental cars), you may make an out-of-pocket expense and need to be reimbursed. Be sure to talk to Jim Hoppes or Nathan Sadowsky (michigan-earth@umich.edu) first. You'll need to submit an **itemized receipt** for reimbursement within 45 days

Things to not buy:



Office supplies: We already have those! Check the supply closet (NUB 2534) 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!

How do I book travel?

GSI and GSRA will use a travel booking tool called Lightning run by the university's travel agent, "Collegiate Travel Partners." In Wolverine Access, you'll find it by navigating to the "Travel Booking" tile. 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 select U-M's "central travel account" as your payment method (it will just show up). Students on fellowship need to email Jim or Nathan (michigan-earth@umich.edu) to get approved to work with the travel agent first. Remember to reconcile your expenses after purchase. You can find instructions [here](#).



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, complete [this form](#). HR will get the person hired. You'll approve their hours every two weeks. Be ready to check those time sheets for accuracy-- hiring someone is a big responsibility!

Rental Car Insurance?

We know it seems responsible to opt in for the insurance when renting a car for fieldwork or other research. But if U-M is paying, they are also self-insuring. Don't accept the insurance! If you do, U-M will consider it a personal expense and deduct it from your pay! We hate that idea. Just say no to the insurance.