Graduate Student Information: [www.cfc.umt.edu](http://www.cfc.umt.edu) >> Graduate >> Information for Current Grads >> scroll down for Accounting Information

Information for Current Grads

Congratulations on being accepted into a graduate program at the W.A. Franke College of Forestry and Conservation! The following information will help you orient to the college and our graduate program.

**FCFC Graduate Student Handbook**

**Systems Ecology Intercollegiate Graduate Student Handbook**

**COVID-19 Resources for FCFC Graduate Students**

Useful links:
- Course Syllabi
- Scholarships
- Jobs
- Graduation Resources
- UM Graduate School
- Mansfield Library
Graduate Student Information: [www.cfc.umt.edu](http://www.cfc.umt.edu) >> Information for Current Grads >> scroll down for Accounting Information

**Accounting Information**

[Laurie Belcher](mailto:laurie.belcher@umontana.edu) (Forestry 112; 406-243-6782) is the Director of Accounting and Fiscal Operations for the FCFC and she has four other staff members working with her. Each accounting employee works with a specific subset of faculty and staff.

Please see the [FCFC Accounting Quick Reference Guide](https://example.com) for information on who you should see for travel paperwork, grant assistance, payroll information and more.

Our [Travel Guidelines & Procedures Handout](https://example.com) can provide you with additional information before you plan to travel.
Accounting Office Quick Reference Guide

- Our current Office Hours are Monday – Friday 9am – 4pm
- Email is the best way to contact us
  - Jim Adams (student payroll) jim.adams@umontana.edu
  - Johanna Anderson (grant support, TAs, RAs) johanna.anderson@umontana.edu
  - Erin Darling (temp employee payroll) erin.darling@umontana.edu
  - Misty Spooner (grant support, RAs) misty.spooner@umontana.edu
  - Laurie Belcher (Director of Accounting) laurie.belcher@umontana.edu

- The Quick Reference Guide will provide you with more information regarding processes such as hiring employees, submitting procard receipts, travel paperwork, reimbursements for out-of-pocket expenses.
Graduate Student Training August 31, 2021
Accounting Office

Administrative Assistants

- FCFC Main Office FOR109A
- **Current** Main Office Hours are Monday – Friday 8:00am – 4:00pm
- Ask your Grad committee chair who their admin support is for assistance with purchasing, travel arrangements, UM or Enterprise vehicle reservations etc.
  - Will Fabro [will.fabro@umontana.edu](mailto:will.fabro@umontana.edu)
  - Taylor Haas [taylor1.haas@umontana.edu](mailto:taylor1.haas@umontana.edu)
  - Devi Zdziebko [devi.Zdziebko@umontana.edu](mailto:devi.Zdziebko@umontana.edu)
Time sheets

- Due **every other Friday at noon**, please set a reminder in your calendar/phone.
- Email to both cfc-timecards@mso.umt.edu as well as your supervisor.
- Include the following information in the body of your email for e-Approvals:
  - Your name and 790#
  - Pay period end date (always a Friday)
  - Total hours recorded (if you are an hourly paid student employee, not RA/TA)
- Pay schedule with pay period start and end dates as well as pay dates are available on the HRS [Pay Schedules website](#).

**Teaching and Research Assistants**

![Student Bi-Weekly Pay Schedule](image)
E-approvals

- While the Accounting Office works remotely, we prefer paperwork submissions and approvals via email.
- Email us and cc your supervisor/PI of the grant so they can approve by replying to the email.
- Attach your time card, receipt or paperwork in the email and provide details to connect the attachment to the emailed approval.
- For example:
Graduate Student Training August 31, 2021
Accounting Office

Time sheets:

“Please review the attached time sheet, and if correct, approve by replying “I approve” to this email.
Details below:”

<table>
<thead>
<tr>
<th>Employee name</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>790#</td>
<td>790-12-3455</td>
</tr>
<tr>
<td>Pay period end date</td>
<td>8/28/2020</td>
</tr>
<tr>
<td>Total hours reported</td>
<td>40.00</td>
</tr>
</tbody>
</table>
Time sheets:

“Please review the attached time sheet, and if correct, approve by replying “I approve” to this email. Details below:”

<table>
<thead>
<tr>
<th>Employee name</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>790#</td>
<td>790-12-3456</td>
</tr>
<tr>
<td>Pay period end date</td>
<td>8/28/2020</td>
</tr>
<tr>
<td>Total hours reported</td>
<td>40.00</td>
</tr>
</tbody>
</table>

Travel paperwork:

“Please review the attached travel document, and if correct, approve by replying “I approve” to this email. Details below:”

<table>
<thead>
<tr>
<th>TRAVELER NAME</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS PURPOSE</td>
<td>To attend and present at SAF 2018 Annual Conference</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Whitefish, MT</td>
</tr>
<tr>
<td>DEPARTURE DATE</td>
<td>04/20/2020</td>
</tr>
<tr>
<td>RETURN DATE</td>
<td>04/23/2020</td>
</tr>
<tr>
<td>INDEX</td>
<td>M65432</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>$556.30</td>
</tr>
<tr>
<td>REIMBURSEMENT (OR ADVANCE) DUE</td>
<td>$46.00</td>
</tr>
</tbody>
</table>
Graduate Student Training August 31, 2021
Accounting Office

Time sheets:

“Please review the attached time sheet, and if correct, approve by replying “I approve” to this email.
Details below:"

<table>
<thead>
<tr>
<th>Employee name</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>790#</td>
<td>790-12-3455</td>
</tr>
<tr>
<td>Pay period end date</td>
<td>8/28/2020</td>
</tr>
<tr>
<td>Total hours reported</td>
<td>40.00</td>
</tr>
</tbody>
</table>

Travel paperwork:

“Please review the attached travel document, and if correct, approve by replying “I approve” to this email. Details below:"

<table>
<thead>
<tr>
<th>TRAVELER NAME</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS PURPOSE</td>
<td>To attend and present at SAF 2018 Annual Conference</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Whitefish, MT</td>
</tr>
<tr>
<td>DEPARTURE DATE</td>
<td>04/20/2020</td>
</tr>
<tr>
<td>RETURN DATE</td>
<td>04/23/2020</td>
</tr>
<tr>
<td>INDEX</td>
<td>M65432</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>$556.30</td>
</tr>
<tr>
<td>REIMBURSEMENT (OR ADVANCE) DUE</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

Procard purchase:

“Please review the attached invoice/receipt and if correct, please approve by replying “I approve” and provide/approve the index number.”

<table>
<thead>
<tr>
<th>Vendor name:</th>
<th>Geotech Environmental Equipment, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>edNA sampling equipment repairs (2 hrs of labor and parts: toggle switches, power cord, wiring)</td>
</tr>
<tr>
<td>Invoice #:</td>
<td>560726</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>8/3/2020</td>
</tr>
<tr>
<td>Invoice amount:</td>
<td>$332.23</td>
</tr>
<tr>
<td>Index:</td>
<td>M65432</td>
</tr>
</tbody>
</table>
Travel

- **FCFC Travel Guidelines & Procedures Handout** is on the website: [www.cfc.umt.edu](http://www.cfc.umt.edu) → Graduate → Information for Current Grads

**Accounting Information**

Laurie Belcher (Forestry 112; 406-243-6782) is the Director of Accounting and Fiscal Operations for the FCFC and she has four other staff members working with her. Each accounting employee works with a specific subset of faculty and staff.

Please see the [FCFC Accounting Quick Reference Guide](http://www.cfc.umt.edu) for information on who you should see for travel paperwork, grant assistance, payroll information and more.

Our **Travel Guidelines & Procedures Handout** can provide you with additional information before you plan to travel.

- University’s travel guidelines and policies are on Business Services’ [Travel website](http://www.cfc.umt.edu).
Travel

Submit a completed and approved RAT (Request and Authorization for Travel) BEFORE you make the first travel related purchase or your trip begins, whichever comes first.

RAT/TER form is available on the Business Services Travel website.

KEY RESOURCES

FORMS

- Foreign Meal Worksheet
- Group Travel Notification
- Mileage Log
- **Travel Authorization/Expense Report**

REFERENCES

- Travel Expense Report Instruction
- Travel Quick Reference Guide
- Travel Request & Authorization Instruction
- Travel Account Codes
- GrizMart Travel Entry Instructions

SAMPLES

- **SAMPLE: Travel Request & Authorization**
Please be sure to provide the most accurate estimate of all costs you think you will incur.

Travelers ID 790#: ____________________________________________

Employee Name: ____________________________________________ Address: ________________________________

Department: ____________________________________________ Business Purpose: ____________________________________________

Destination: ___________________________ Departure Date: ________ Time: ________ Return Date: ________ Time: ________

I am combining this trip with personal travel: [ ] Yes [ ] No All appropriate documentation must be attached showing there is no additional cost.

For International Travel: International Travel Registration Complete: [ ] Yes [ ] No

Estimated Trip Expenses:

Personal Vehicle $ ________ 0.00

Rental Car $ ________ 0.00

Airfare $ __________

Baggage $ __________

Taxi/Shuttle $ __________

Parking $ __________

Lodging $ __________

Registration $ __________

Miscellaneous $ __________

Meal Per Diem $ ________ 0.00

Total Trip Expense $ ________ 0.00

* Note - Accounts Payable payments are issued on Thursdays only *

Please Use A/P Direct Deposit if possible
Travel

Always use the latest RATTER form from the Business Services website as it is often updated.

RAT is required for ALL TRAVEL outside of Missoula, even if there are no expenses or if you are not expecting any reimbursement.

RAT needs to be submitted prior to travel, or before you make your first travel related purchase, whichever comes first.

RAT authorizes your travel as well as the funding source.

Index number must be provided.

RAT must be signed by you and your supervisor or the PI of the grant.

Submit your RAT prior to your travel/first expense to your Accounting Support Person.
Travel

Planning your travel and making arrangements

- Everything should be paid with a UM procard; your supervisor or your Admin Support can make purchases for you:
  - Flights
  - Hotel
  - UM vehicle reservations
  - Vehicle rentals from outside vendors
  - Conference registration fees

- Foreign travel: please contact us before you start on any travel arrangements as foreign travel has more requirements and restrictions than domestic travel.
Travel

After you return from your trip:

TER is the Travel Expense Report to close the travel and to reimburse you if applicable.

TER must be submitted within 30 days of completing the trip. Late submissions will result in your not receiving a reimbursement.
# Travel Expense Report

A complete record of your travel expenses should be detailed on this report.

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Outward Date</th>
<th>Return Date</th>
<th>Business Purpose</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Time</th>
<th>Return Date</th>
<th>Time</th>
</tr>
</thead>
</table>

List Items Provided (List any items that were provided to the traveler, these are items that they are not expected to receive per day only)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Mode of Travel</th>
<th>Start</th>
<th>End</th>
<th>Tax</th>
<th>Mileage Log Total (See Attached)</th>
<th>Mileage Log Total Over 50 miles (See Attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $0.00 $0.00 $0.00 $0.00 $0.00

Additional Info

Retirement/Leave

I am waiving my right for full reimbursement by accepting amount indicated.
Travellers: [Name] [Date] [Waived]

Reimbursement UM Prepaid Charges

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Name or Number of Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accounting Distribution

Total: $0.00

Banner/Financial Documents Processed

<table>
<thead>
<tr>
<th>Doc #</th>
<th>Description</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each receipt for all procard expenses and any out of pocket expenses that are $100.00 or more.

**This item must be completed and filed within 90 days of incurring the travel expenses, otherwise you forfeit your right to reimbursement.**

For This Trip:

I certify that all expenses shown are business-related and are accurate. I have correctly listed how items were spent or used on this business trip.

The travel was by the lowest cost reasonable method and I have complied with the UM Travel Policy and Guidelines.

Traveller's Signature: ____________________________ Date: ____________

If Required, Supervisor's Signature: ____________________________ Date: ____________

Revised 2/2/2021
Travel

Complete the TER as soon as you return from your trip:
- RAT is the initial plan and estimate, *TER tells the actual “story”*. 
- Submit copies of procard receipts with your TER.
- Submit any out-of-pocket receipts with your TER. When a receipt is not available, take a photo of rates. For example for camp ground fees, take a photo of the fees posted on the camp site board.

- Business Services will issue you a check that is mailed to your current mailing address in Banner.
- If your mailing address changes, please update your address in both Cyberbear and on the Business Services’ [Vendor Set-Up Request](#) form.
- Direct Deposit with Accounts Payable is recommended for quick and easy reimbursement or per diem advances. Email us for the form.
Travel

- Important details regarding planning for travel as well as a sample RATTER can be found in the **FCFC Travel Guidelines & Procedures handout**, available on our **Information for Current Grads** website.

---

**Accounting Information**

*Laurie Belcher* (Forestry 112; 406-243-6782) is the Director of Accounting and Fiscal Operations for the FCFC and she has four other staff members working with her. Each accounting employee works with a specific subset of faculty and staff.

Please see the **FCFC Accounting Quick Reference Guide** for information on who you should see for travel paperwork, grant assistance, payroll information and more.

Our **Travel Guidelines & Procedures Handout** can provide you with additional information before you plan to travel.
Reimbursement for non-travel purchases

If you need to buy supplies out-of-pocket, you can get reimbursed.

Please email your Accounting Support Person so we can send you the correct form and instructions.
Purchasing Food or Alcohol

- If you are involved in organizing a meeting/conference etc. there is a process that must precede purchases and required forms, start preparations early!
- Your Admin Support can help with food purchases and paperwork
- Restrictions often apply, specifically with alcohol: come talk to us and/or your Admin Support before you make commitments.