

WHO ARE MY EXPERTS?

Spending and tracking funds:

Use Halo to request all purchasing and reimbursements
(<https://kb.wisc.edu/ls/internal/151838>)!

Purchasing a product or paying a vendor: [Purchasing Intake form](#)

Reimbursement for business expenses: [Expense Request](#)

Questions about booking travel or purchasing compliance: [Finance Questions](#)

- For more guidance, please contact Justin Ostrem or Daniel Kinney

Checking balances in flex funds, start-up funds, etc.: Leigh Stangl

Questions about funds at the UW Foundation: Ann Lippincott

Questions about grant funds: Brandt Wall Conklen (Soc) and Molly Trueblood (CLSJ)

Payroll and benefits

Payroll questions: Kim Gonzalez

Benefits questions: Kim Gonzalez

Leave/Time Off questions: Kim Gonzalez

Hiring students: TA, PA, RA and student hourlies: Kim Gonzalez

Stipends/scholarships/fellowships to INTERNATIONAL students: Kim Gonzalez

Stipends/scholarships/fellowships to DOMESTIC & INTERNATIONAL students: [Finance Questions](#) (Use halo request: scroll down to "Finance Questions")

Other Processes

Catering orders: Lindsey Hess

Eric's scheduling: Lindsey Hess