

The Faculty Financial Services Team guides faculty in UCSC accounting policies and assists faculty in filling out accounting forms in the use of their faculty research account funds. Faculty Financial Services provides staffing assistance which acts as a gateway to campus enterprise systems such as purchasing (Cruz Buy requisitions, including campus catering recharges), and accounts payable processing (travel, reimbursements).

Contact Us

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831-459-5218

Humanities 1, 5th Floor, room 516 outside the Dean's Office

Walk-in Services

- Consultation on travel policy and processes
- Account reports and balances
- Assistance filling out travel and reimbursement forms, e.g. travel advances, post travel, and direct payment forms
- Guidance on account FOAPALS
- Generate purchase orders
- Guidance on UCSC financial policies



How to Submit Paperwork

Stop by room 516, and we'll help you fill out the paperwork. Or, fill out the forms online, attach your supporting documentation and drop them off at Financial Services, 5th floor Humanities 1, room 516, or mail them through intercampus mail to Humanities Deans Office, Attn: Faculty Financial Services.

Here are links to commonly used travel and reimbursement forms:

Travel: https://financial.ucsc.edu/Pages/Travel_Main.aspx

Payments and Reimbursements: https://financial.ucsc.edu/Pages/Payments_Main.aspx