

Practical Matters

Your tech funds (\$3000)

You may use them on:

- computer systems. Choose a system at dell.stanford.edu or apple.stanford.edu. I highly recommend the Stanford bundles.
- software. I can get cheap software licenses for most programs, so talk to me before you buy.
- peripherals (i.e. external hard drives). Same deal.

For computer help, visit helpsu.stanford.edu. They are usually very quick to respond.

Your research funds (\$5000/year)

You may use them on anything you can honestly describe as a research, teaching, or professional development expense. These include:

- copying
- books, CDs, DVDs
- office supplies (talk to me before you buy, I can get deals on these too)
- paying a research assistant (see me to set this up)
- travel to conference, research site, or job interview
- meals and lodging on research trips

Words of advice:

- **Save receipts!** If you buy online, make sure your receipt has proof of payment – usually the last four or five digits of your credit card number.
- Make sure to note any use of foreign currency.
- If you don't want to hold on to food receipts during travel, you can be reimbursed a fixed amount per day; give me a detailed itinerary and ask to be reimbursed "per diem."
- Give receipts to me soon after the expense is incurred. If you wait more than 60 days to turn in a receipt, Stanford considers your reimbursement tax-reportable.

The purchasing card

The program has its own shiny MasterCard. You can borrow it from me and charge your purchases to your research funds. Below are the things you **can't** pay for with the p-card:

- travel expenses
- conference registration fees
- gifts
- **anything over \$2,500**
- animals, poison gas, anthrax

When you use it, return it as soon as you're done and remember to give me your original receipts.

Your benefits

You can reach the people at BenefitSU at (650) 736-2985. They are usually very nice and helpful. If you have questions about your benefits, contact them directly or talk to me.

Your presentations

These usually take place in the morning, in the Terrace Room of Building 460, and we have lunch brought in afterwards. In fall, due to teaching schedules, we will hold presentations from 12-2pm. Before you present, give me the following:

- a title for your presentation (two weeks in advance)
- any pre-reading you'd like me to distribute to Seth and the fellows (also two weeks in advance)
- your audiovisual requirements

Our web site

fellows.stanford.edu boasts the following amenities:

- An up-to-date list of events. Check it for dates, locations, and times.
- A teaching section – send me your syllabus or a flier, and I'll put them up for all to see.
- A profile page for each of you – **so send in your office number, phone, and a short bio.**

Contact me: ksteilen@stanford.edu ; 650.723.3316; office 260-230