

Anthropology Office

Interim Office support will be handled by LAS Service Center

- **HR transactions and processes** (including TA/RA hourly appointments and payroll) contact lascollegehiring@illinois.edu
- **ANTH travel and purchasing needs** P Card and T-Card departmental purchases and travel arrangements will be handled by **Shi Yee Sze Tho** in the LAS Business Service Center- (LAS-Business@illinois.edu)

For **travel purchases**, the standard process for approval is:

1. Faculty should complete the [online travel authorization and information form](#) on the department website.
2. Once approved, the Anthropology department office will receive the notification.
3. Faculty should then reach out to **Shi Yee** via the LAS Business shared inbox (LAS-Business@illinois.edu) to set up a time for a virtual screenshare.
 - a. The screenshare will be for Shi Yee to enter payment information only.
 - b. Prior to your arranged meeting time, you should set up your travel (flight, hotel, conference registration, etc.) so it is ready to go.
 - c. At your meeting time with Shi Yee, she will take control of your screen virtually, enter payment information, and then obtain a copy of your receipt(s).
 - d. Please be sure to also provide her with the business purpose of the travel at the time of your meeting so that she may appropriately reconcile the charge on her card. Shi Yee will reach out to you if she needs additional information.

For **non-travel purchases**, faculty should continue to reach out to Sheela. If the item(s) faculty need are not available through iBuy, Sheela will work with Shi Yee to make the purchase with a P-Card.