

SPS FAQs Quick Resource Guide

If indicated, please reach out to the designated administrative team member.

HOW DO I...	
Locate the Faculty & Staff Forms page?	Go to sps.boisestate.edu and the link is located under Faculty & Staff Resources. You will also find other forms & resources that may be useful to you.
Get approval for traveling to a conference, workshop, or presentation?	At least 3 weeks prior, to the departure date submit an online Travel Authorization Request form. It can be found on the Faculty & Staff Forms page.
Get information about student travel?	At least 3 weeks prior, email sps-travel@boisestate.edu , we will follow up with necessary instructions.
Get reimbursed for my approved travel or non travel expenses?	Send all receipts related to the event/travel to sps-travel@boisestate.edu . If you are unsure, email us. Receipts can also be sent interoffice (MS 1935) or dropped off with Annika Galliani in ERB 1144B.
Begin the process of hiring a speaker or expert (Independent Contractor)?	Email annikagalliani@boisestate.edu , she will coordinate to ensure University compliance.
Request support for event coordination, such as Brown Bags, meetings, and other events?	Submit an Event Support Request , and Julia Camilli, events support & logistics person, will follow up.
Request new hardware or software?	Submit a Supplies & Technology Request form.
Order office supplies, including business cards?	
Request information about grants/budgets?	In the interim, email Lynelle Perry, Financial Tech in the Dean's office at: lynelleperry-kolsky@boisestate.edu .
HELP WANTED	
Hire a student employee (GA, RA, undergraduate)?	Please submit a Hiring Request Form .
Get set up with building/office accesses?	Twyla Perkins, ERB 5146F – Environmental Research Building twylaperkins@boisestate.edu Stephanie Moran, Library 166B – Criminal Justice Department stephaniemoran@boisestate.edu
Process a student appeal, grade change, or other University student academic request?	Twyla Perkins, ERB 5146F – PhD, PPA, MPA, Grad Cert programs twylaperkins@boisestate.edu Stephanie Moran, Library 166B – CJ Under/Graduate programs stephaniemoran@boisestate.edu
Get printouts of an assignment for my class?	Valerie Hayes, ERB 5146A – POLS, Interdisciplinary Studies programs valeriehayes@boisestate.edu
Get information about my class time, location, or other class schedule questions?	Valerie Hayes, ERB 5146A – PPA & POLS Undergrad/Grad programs, Interdisciplinary Studies programs valeriehayes@boisestate.edu Stephanie Moran, Library 166B– Criminal Justice Department stephaniemoran@boisestate.edu
Request a desk copy for my curriculum needs?	Please submit a Desk Copy Request form.
Get help with identifying who to contact in the first place?	Please email sps-admin-support@boisestate.edu . Monitored by multiple people, response is within 1 business day or less.

Please also visit our SPS FAQs page