

# DEPARTMENT CHAIR FINANCIAL ROLES

## BUDGETS

You will be responsible for managing your department's three sources of funding:

- **Base budget:** department-wide events, operating expenses; balance does not carry forward to new FY.
- **Discretionary budget:** recruiting, seminar series, teaching expenses, special projects, TA support; balance carries forward.
- **Department research budget:** research-related expenses, student support, supplemental faculty research funding; balance does not carry forward.

You are also responsible for encouraging your faculty to spend their research funds and professional development funds.

## ROLLOVERS & ADDITIONAL FUNDING

Faculty may request additional funding or a rollover if they do not have a contracted rollover allowance.

1. **Faculty member submits a proposal to dept chair** – A successful proposal will include (1) the exact amount requested, (2) a detailed description of what the funds will be used for and the research value, (3 - for rollovers) why these funds weren't used in the fiscal year they were awarded.
2. **Dept chair reviews** – If you find it appropriate, you can forward it to Marcel with your recommendation.
3. **Marcel approves/rejects** – Marcel will reply back with his decision.

## CONCUR APPROVALS

As the department chair, you will be responsible for approving expense reports through Concur. Here is a [reference guide](#) on how to approve expense reports.

What to review:

1. **Report title** – for faculty that are submitting reports for recruiting or seminar expenses, the words “recruiting” or “seminar” should be included in the report title so F&A can categorize them correctly.
2. **Account number** – unless a faculty member is working with another department/area of the University, they will charge either the base, discretionary, or their research funds.
3. **Expense/receipts** – expenses must be reasonable and must have the appropriate documentation.

## RESOURCES

**Contacts:**

- James Kent, [jkent@bu.edu](mailto:jkent@bu.edu); [qstfin@bu.edu](mailto:qstfin@bu.edu) - procurement, finance/budget
- [qstacademicsupport@bu.edu](mailto:qstacademicsupport@bu.edu) - chair support, event planning
- Kris Weir, [krisweir@bu.edu](mailto:krisweir@bu.edu), [questromfixit.bu.edu](http://questromfixit.bu.edu) - space requests
- [qstp@bu.edu](mailto:qstp@bu.edu) - student employment

**Policies:**

- [BU Policies](#)
- [BU Travel and Business Expense Policy](#)
- [Questrom Research Budget Policy](#)
- [Questrom Research Funds Dashboard](#)