

Cost Transfer Request

INSTRUCTIONS: 1) Complete and print this form to PDF 2) Run the Workday task "Find Journal Lines", filter to locate the expense(s) to be transferred, and print to PDF, 3) Attach the PDFs to the Workday journal entry *as separate documents from all other supporting documentation*

Please refer to the Office of Sponsored Program's Cost Transfer Policy and Procedure for additional information.

Original Transaction ID # <i>Supplier Inv #, JRN #, etc.</i>	Original Transaction Date <i>Budget Date</i>	From Cost Center / Account Credit	To Grant Debit	To Spend Category	Amount Transferred	Cost Transfer Worktag
Total					\$	

JUSTIFICATION

1. Provide a brief and detailed description of the expense(s) being transferred.

**2. Describe how the expense(s) is allowable and directly benefits the receiving sponsored project award/grant.
If only a portion of the expense is being transferred, describe the allocation method used.**

3. How did the error occur/why was the expense charged to a different account initially?

4. What steps are being taken to ensure that this error will not happen again?

By submission of this form, I hereby certify that these expenditures were incurred for the goals, objectives and benefit of the grant named and are appropriate and necessary to the performance of the project. In the event of a subsequent audit disallowance of this cost transfer for any reason, the Principal Investigator/Grant Manager agree to be responsible for handling this expense in a manner consistent with UNLV policy.

This form along with copies of the original transaction documentation (i.e. P card receipts, travel vouchers, invoice, etc.) must be attached in Workday