

RESEARCH EXPENSE CHECKLIST

Compliance with funding agency guidelines

Compliance with University policies

Original supporting documentation/receipts attached

Calculations on claim are accurate

Signatures exist and have been authorized by the Principal Investigator

Signatures represent one over one approvals

Chartfield values have been validated:
(Fund-Dept-Account-Program (*required for CFI*) -Class-Project)

A detailed description of the expenses is indicated explaining why they are required for research project

FOR TRAVEL CLAIMS:

Dates, location and purpose of trip are indicated

For conference travel, prospectus is attached

Affiliation of claimant to Principal Investigator is indicated

Signature of Reviewer

Date