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