

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**  
OFFICE OF RESEARCH & PROJECTS

**EXPENSE TRANSFER TO AN EXTERNALLY-SPONSORED AWARD**  
**REQUEST FORM**

While conducting an externally-sponsored project or program, it may be necessary to transfer expenses to a sponsored account. To initiate the transfer, please complete this form, obtain all the necessary approvals, and submit to the Office of Research & Projects (Campus Box 1046). The form is not needed to transfer expenses to a non-sponsored account.

**EXPENSE INFORMATION (List on additional sheet if necessary)**

Date of Original Expense:

Budget Object Code:

Amount of Expense:

Ref/P-Card Log #:

Description of Expense:

**TRANSFER FROM ACCOUNT:**

Budget Purpose Number:

Fiscal Officer Name:

Fiscal Officer Approval: \_\_\_\_\_

Signature Date

**TRANSFER TO ACCOUNT:**

Budget Purpose Number:

Fiscal Officer Name:

Fiscal Officer Approval: \_\_\_\_\_

Signature Date

**JUSTIFICATION FOR WHY THIS TRANSFER IS NECESSARY:**

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**For ORP Use Only:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comments:



## **EXPENSE TRANSFER TO AN EXTERNALLY-SPONSORED AWARD POLICY**

This form is necessary to properly document any expenses transferred to an externally-sponsored project or program *after* the original transaction date of the expense. The form must be completed in its entirety, with all necessary signatures, before the Office & Research Projects can process the request.

To transfer an expense to a sponsored-account, the expense must be allowable and allocable to the sponsored account, and must comply with the sponsored-account's terms and conditions as well as any other relevant guidelines (federal Uniform Guidance, SIUE policies, etc.).

Examples of acceptable reasons for transfer include:

- An expenditure directly benefiting the sponsored award is erroneously charged to non-sponsored account or the account of another sponsored award
- The expense benefits multiple sponsored awards and an appropriate amount can be reasonably allocated to each of the applicable sponsored awards
- The sponsored account was not established in a timely manner and the expense had to be charged to a non-sponsored account

Examples of unallowable reasons for transfer include:

- Expenses are being transferred between two unrelated sponsored awards
- The expense does not fall within the approved period of performance of the sponsored award
- Expenses are being transferred to merely eliminate a deficit in another account

Transfers that occur more than 90 days after the original transaction dates are heavily scrutinized by external auditors due to their untimely nature. The Office of Research & Projects will only approve these untimely requests in rare and special circumstances. Principal Investigators/Program Directors and their Fiscal Officers should be reviewing and reconciling their account statements on a monthly basis to avoid untimely transfer requests.