Guide on How to Review Expenditures Using ASRSP Workbook

**Account codes highlighted in Blue**

Review the description of each item to determine if the item is allowable and if the correct account code was used.

1. The following items are common questionable expenses that should be highlighted in yellow if sufficient justification was not provided. Comments should be placed in column AI, “Comments”, either stating unallowable (this would be highlighted in a peach color) or the request for further justification:
   - office supplies (paper, pens, folders, Kleenex, toners, etc.)
   - computer supplies, cell phones
   - books
   - subscriptions and memberships
   - lab coats and laundering
   - batteries
   - office equipment and furniture
   - lab furniture (lab tables, sinks, desks, chairs, cabinets, shelving, etc.)
   - general use cleaning supplies (paper towels, hand soap/sanitizers, lab soap, bleach, etc.)
   - general purpose software (Adobe Acrobat, Microsoft Office, Photoshop, etc.)
   - postage

2. If an item is allowable, but the incorrect account code was used, enter “incorrect account code” in column AI “Comments” and highlight the row in yellow.

3. Items with a generic descriptions such as: LABSUPP, Z-OTHER, etc. need to be further reviewed by conducting the following steps:
   - Review the documentation in NUFinancials for each Report ID/Voucher number to determine if the item(s) is allowable
   - Enter a brief description of the item(s) in column AI, “Comments”. If the item(s) is allowed on the award, highlight the row in green. If the item(s) is questionable, highlight the row in yellow to request further information/justification for the expense.

4. **Computer purchases** (73075, 73080, 77030, 77090, 77570) – review the budget justification to determine if computer purchases are allowed. If they are not, review the attachments in the purchase order to locate further justification. If neither are located, highlight the row in yellow to request further information/justification for the expense.

5. **Service contracts** (75450) - verify that the service contract dates fall within the award period. If they do not, highlight the row in yellow and request the amount to be prorated.

6. **Non-Capital equipment** (77020, 77030, 77050, 77080, 77090) - review to verify the following:
   - Total purchase amount (not individual lines) is less than $5,000
   - If total purchase amount is $5,000 or more, review the invoice to determine if the item(s) should be capitalized.

7. **Capital equipment** (77560, 77570) - verify that the total purchase amount is **$5,000 or more**. If the amount is less than $5,000, then it should be moved to the appropriate account code. Review the invoice for the following expenses:
   - Warranty and maintenance charges should not be capitalized (75450)
• Any training expenses should not be capitalized, unless the training is combined with the installation charges.
• Equipment purchased within the last three months of the award generally triggers audit scrutiny unless it’s the intent from the Notice of Award. Justification is needed.

8. Fabricated equipment (77535) - review expense descriptions to confirm they are being allocated correctly. If the project is completed, the expenses should be moved to the capital equipment account code.

9. Hospital Medical Expense (75720) – review to make sure only outpatient care costs are charged.

10. Participant Support Costs (76760) – generally only travel for non-employees can be charged to the project. Review the allowability on the grant per terms and conditions for any exceptions.

11. Human Subject Costs (78660, 78666) - review for the following:
   • Allowability on the grant.
   • Correct account code - 78660 for incentive pay and 78666 for subject expenses such as food/travel.

12. Review travel accounts codes (start with 767) to make sure travel is allowed and is done by people working on the project (e.g. payroll charges show that the person was funded by the grant). Review charges posted directly to the chartstring by Egencia.

13. Parking (73050) – if directly charged by parking office make sure supporting documents are available to prove that the parking passes were distributed to participants. If any passes remain unused they should be moved off the grant. NU employees cannot be reimbursed for parking on campus.

14. Tuition (78020) – review to make sure the tuition matches the student’s payroll. Tuition must follow payroll.

15. Visa fee (76780) – make sure there is no charges for renewal cost of long-term visas (e.g., “J” and “H-1B” visas).

16. Consultant Services (75010, 75015) – verify that consultant worked on the project

17. Subcontracts (78640, 78642, 76850) – make sure charges are posted to 78640 (or 78642 if F&A is waived) for the first $25,000.

18. Expenses with amounts $5,000 or more need to be reviewed to verify that the expenses have been allocated to the correct account code.

Items highlighted in Purple
These are expenses incurred prior to the award start date. Review invoice(s) to verify the expense was incurred before the award start date. If the expense was incurred prior to the award start date, verify prespend is allowed on the award. If prespend is not allowed, the expense must be removed from the award.

Items highlighted in Red
Expenses incurred after the award end date are generally not allowed. Please remove the charges or provide justification (e.g. No Cost Extension was just approved).

Once all the expenses have been reviewed, click on the “Click to run” button located at the top of the expense tab. This will in turn transfer all of the questionable expenses onto tab, “F. Expense Review”.

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