



**SPONSORED PROJECTS EXPENDITURE ALLOWABILITY CHECKLIST**

Required for every Purchase Requisition, Purchase Voucher, Travel Voucher, and Request for Reimbursement on all sponsored project accounts from 630000-644999 and 223000-223899 number range  
[Links to instructions on specific question are in underlined blue color font](#)

**SECTION 0 – Mandatory – Identification of applicable form sections**

<b>PROJECT ACCOUNT NUMBER</b>	Write the account number (i.e. 630000) _____ and check applicable box → (only one)	Federal and State Accounts Federal: 630000-636999 State: 637000-637999 and 223000-223899 <input type="checkbox"/> <b>Complete Section I and Section II</b>	Other Accounts 638000-644999 <input type="checkbox"/> <b>Complete Section I and Section III</b>
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**SECTION I – Mandatory for all sponsored project accounts**

<b>END DATE</b>	<p><b>1. Has or will the expense be incurred within the project's contractual period of performance?</b> (Expense date is determined by the date products are delivered or services rendered even if expense is encumbered. The charged expense must be within the project's period of performance.)..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, contact Office of Sponsored Projects (OSP) for period of performance extension or charge another account. See instruction sheet.</p>		
<b>BUDGET TOTAL</b>	<p><b>2. Account budget available</b> (Provide exact \$ amount. Check the AVAILABILITY column in the NET REVENUE/EXPENSES line on FRS screen 19.) ..... \$ _____</p>		
	<p><b>3. Requested expense amount</b> (Provide exact \$ amount with minus sign.) .....must be negative → \$ _____</p>		
	<p><b>4. Add 3 to 2</b> (Provide exact \$ amount.) ..... \$ _____</p>		
	<p><b>5. Is the result in 4 positive?</b> ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If answer to 5 is <b>NO</b>, you can not charge that account. Contact OSP to determine if additional funding is available or charge another account. See Instruction sheet.</p>		
	<p><b>6. Requested expense category budget available</b> (Provide exact \$ amount. Check the AVAILABILITY column in the TOTAL CATEGORY line on FRS screen 19.) ..... \$ _____</p>		
<b>BUDGET OBJECT CODE</b>	<p><b>7. Subtract 3 from 6</b> (Provide exact \$ amount.) ..... \$ _____</p>		
	<p><b>8. Is the result in 7 positive?</b> ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If answer to 8 is <b>NO</b>, contact OSP for budget revision to allocate sufficient funds in the subject budget category. See instruction sheet.</p>		

**SECTION II – For Federal and State accounts only. Complete only the respective category segment in the section.**

<b>SALARIES, WAGES &amp; BENEFITS</b>	<p><b>9. Is requested position specified, planned and budgeted in the sponsored project?</b> (Generally, administrative and departmental support salaries can not be charged to sponsored projects.)..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, you can not charge this account. Contact OSP representative. See instruction sheet.</p>		
	<p><b>10. Is the position coded with appropriate object code?</b> (Refer to <a href="#">job code spreadsheet</a> on OSP website to select proper object code.) ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, contact OSP for assistance or change object code and write it here _____</p>		
<i>NIH projects only</i> →	<p><b>11. Is compensation lower than the limitation of National Institute of Health (NIH)?</b> (Refer to NIH information regarding the <a href="#">compensation limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards.</a>) ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, You can only charge compensation up to NIH limitation. Contact OSP representative. See instruction sheet.</p>		
<b>CAPITAL EQUIPMENT</b>	<p><b>12. Is this capital equipment purchase allowable by the sponsored project terms and conditions?</b> (Refer to regulations, and terms and conditions of the sponsored project.) ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, charge another account. See instruction sheet.</p>		
	<p><b>13. Is the sponsored project end date more than 60 days from today?</b> (Large purchases are generally unallowable at the end of sponsored project.) ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, provide explanation below how this acquisition will benefit the project at this late date. See instruction sheet.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
	<p><b>14. Is the expense \$5,000 or more for one piece of equipment including shipping and installation?</b> ("One piece of equipment" is determined by the functionality of the equipment.) ..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If <b>NO</b>, charge an applicable object code in M&amp;O and write it here _____ See instruction sheet.</p>		



**M&O GENERAL**

- 15. Is this purchase allowable by the project terms and conditions?** (Refer to regulations, and terms and conditions of the sponsored project.) .....  YES  NO  
If **NO**, charge another account. See instruction sheet.
- 16. Is the expense less than \$5,000.00 for one piece of equipment including shipping and installation?** ("One piece of equipment" is determined by the functionality of the equipment.) .....  YES  NO  
If **NO**, charge an applicable object code in Capital Equipment and write it here \_\_\_\_\_. See instruction sheet.

**M&O REPAIR & MAINTENANCE**

- 17. Was the repaired/maintained equipment acquired from this sponsored project account?** (Refer to original purchase documentation of the equipment.) .....  YES  NO  
If **NO**, answer question 18. See instruction sheet.
- 18. Is the repaired/maintained equipment solely used for the project to be charged?** (Only equipment that is solely used for sponsored project can be charged to that project account.) .....  YES  NO  
If **NO**, split the charge proportionally to the usage of the equipment between applicable accounts and provide explanation below how the equipment is used, for what projects, or charge another account. See instruction sheet.
- \_\_\_\_\_
- \_\_\_\_\_

**M&O FOOD**

- 19. Is the food expense travel related?** (Refer to [meals policy of sponsored projects](#).) .....  YES  NO  
If **NO**, provide completed [meal reimbursement form](#). See instruction sheet.

**TRAVEL GENERAL**

- 20. Is travel expense allowable by project terms and conditions?** (Refer to project terms and conditions. Domestic travel category includes travel to Mexico and Canada. Event registration fee is an M&O type of expense) ..  YES  NO  
If **NO**, charge another account. See instruction sheet.

**TRAVEL FOREIGN**

- 21. Is foreign travel expense allowable by project terms and conditions?** (Refer to project terms and conditions. Foreign travel category excludes travel to Mexico and Canada.) .....  YES  NO  
If **NO**, charge another account. See instruction sheet.

Federal only →

- 22. Has a domestic air carrier been used?** (Refer to [Fly America Act](#) for Federal sponsored project or [UTD travel manual](#).) .....  YES  NO  
If **NO**, supply completed [Fly America Act form](#) or charge another account. See instruction sheet.

**SECTION III** – For **Other** accounts only. Complete only the respective category segment in the section.

**SALARIES, WAGES & BENEFITS**

- 23. Is requested position specified, planned and budgeted in the sponsored project?** (Generally, administrative and departmental support salaries can not be charged to sponsored projects.) .....  YES  NO  
If **NO**, you can not charge this account. Contact OSP representative. See instruction sheet.
- 24. Is the position coded with appropriate object code?** (Refer to [job code spreadsheet](#) on OSP website to select proper object code.) .....  YES  NO  
If **NO**, contact OSP for assistance or change object code and write it here \_\_\_\_\_

**CAPITAL EQUIPMENT**

- 25. Is this capital equipment purchase allowable by the sponsored project terms and conditions?** (Refer to regulations, and terms and conditions of the sponsored project.) .....  YES  NO  
If **NO**, charge another account. See instruction sheet.
- 26. Is the expense \$5,000 or more for one piece of equipment including shipping and installation?** ("One piece of equipment" is determined by the functionality of the equipment.) .....  YES  NO  
If **NO**, charge an applicable object code in M&O and write it here \_\_\_\_\_. See instruction sheet.

**M&O**

- 27. Is this purchase allowable by the project terms and conditions?** (Refer to regulations, and terms and conditions of the sponsored project.) .....  YES  NO  
If **NO**, charge another account. See instruction sheet.
- 28. Is the expense less than \$5,000.00 for one piece of equipment including shipping and installation?** ("One piece of equipment" is determined by the functionality of the equipment.) .....  YES  NO  
If **NO**, charge an applicable object code in Capital Equipment and write it here \_\_\_\_\_. See instruction sheet.

**TRAVEL**

- 29. Is this travel expense allowable by the project terms and conditions?** (Refer to project terms and conditions. Domestic travel category includes travel to Mexico and Canada. Use domestic object code for domestic travel and foreign object code for international travel. Event registration fee is an M&O type of expense).....  YES  NO  
If **NO**, charge another account. See instruction sheet.

PRINT NAME	SIGNATURE	DATE