Flowchart: Can I charge this expense to my project?

1. Is it an expense?  
   - NO: Use procedures for recording revenues
   - YES: Is it legal?

2. Is it legal?  
   - NO: Go to jail
   - YES: Is it permissible by the university?

3. Is it permissible by the university?  
   - NO: Don’t do it or use your own personal money
   - YES: Is it an allowable activity?

4. Is it an allowable activity?  
   - NO: Charge it to appropriate non-research speedtype
   - YES: Is it an allowable object?

5. Is it an allowable object?  
   - NO: Charge it to appropriate non-research speedtype
   - YES: Is it for this sponsored project?

6. Is it for this sponsored project?  
   - NO: Charge it to appropriate speedtype
   - YES: Is it a direct expense?

7. Is it a direct expense?  
   - NO: Charge it to appropriate non-research speedtype
   - YES: Is it permissible by the agency?

8. Is it permissible by the agency?  
   - NO: Charge it to appropriate non-research speedtype
   - YES: Charge it to the project.

STILL NOT SURE? Call your SPA Accountant

Adapted from a flowchart by Julie Norris, MIT