



Successful Financial Management of Accounts

New Procedures, Best Practices,
and Avoiding Deficits



Who Are We, and Why Are We Here?



Topics



- Travel
- Procurement
- Sponsored Projects
- Auxiliary Accounts – New Rules

New procedures, best practices, rules you may not know about

Travel

Travel Authorizations

- All Travel Must Be Pre-Approved before any plans are made via the new Travel Authorization and Reimbursement Form
- Form doubles as the reimbursement form
- Travel will only be approved if there is budget available
- Failure to submit a TA form prior to taking your trip will result in delays in reimbursement processing.
- SPA may disallow travel if preapproved TA is not on file

Travel Authorization and Travel Reimbursement Form

Please fill out the information below and return to sean.quinlan@colorado.edu or wayne.morrison@colorado.edu, or fax to 303-492-7317. This form must be completed and fully approved before making travel arrangements. When you return from your trip this form will be used to assist us with your reimbursement. Please remember to submit all receipts when you return from your trip.

Part I General Information

Name of Traveler _____

Travel Start Date _____ Travel End Date _____

Origination _____ Destination _____

Speedtype 1: _____ Speedtype 2: _____

Part II Travel Justification

1) Reason for trip; 2) if travel is on a sponsored project: how this supports the objective of the project 3) If applicable: Conference name (no acronyms), conference date, title of paper presented

Part III Estimated Expenses (best estimates or actual costs if known)

Airfare \$ _____ Booked through Concur? YES NO

Required: If not booked through Concur, please include a quote from Concur or Christopherson Business Travel that shows the flight you purchased is less than the same flight offered through Concur or Christopherson.

Lodging \$ _____ Registration \$ _____

Number of Days for Meals _____ OR Dollar limit on per diem request \$ _____

(Meals will be reimbursed based on per diem rates. If including dollar limit per diem will be paid up to this amount)

Transportation (parking, mileage, rental car, etc.) \$ _____

Miscellaneous \$ _____

Itemized receipts & proof of payments required (with the exception of meals if claiming per diem)

Part IV Signatures

Traveler _____ Date _____

PI Approval (if student travel) _____ Date _____

Dept Approval _____ Date _____

CEAE Department Use Only

Speedtype _____

Total Estimated Expenses _____ Funds Available _____

Travel



Travel Authorizations – Students

- New Travel Authorization form requires PI signature for all student travel
- Student will submit to PI first for approval, then PI will forward to Sean for department approval
- PI has the opportunity to indicate any dollar amount restrictions on travel, if desired

Travel

Flights

- All flights should be booked through Concur
- If booking flights outside of Concur, you must provide a comparison quote from Concur for the **exact flights** you are taking
- Airline reward programs can be entered into Concur

Travel

Sponsored Projects

- Project must have travel budget or written sponsor approval for travel, if there is no specific budget for travel
- Overall budget must have enough funding to support proposed travel
- Employee Travel vs. Non-Employee Travel
- In-State, Out-of-State, and International

Travel

Best Practices

- Use Concur for all flights; Christopherson for international
- Submit travel authorization form for approval before booking trip
- Submit receipts to ceaeoffice@colorado.edu or drop receipts off in the receipt mailbox in the office.
- Utilize mobile concur to simplify receipt submission

Procurement / ACARD

Reimbursement Process

- New ACARD and Reimbursement Form
- Form can be completed electronically and should be submitted with your receipts
- Receipts should be submitted monthly to the CEAE Office

Send completed forms and receipts to:
ceasoffice@colorado.edu

Procurement Card Purchase and Reimbursement Receipt Form

Name _____

This reimbursement request is for (check one):

PCARD

Reimbursement

Date	Dollar Amount	Speedtype	Expense Type/Acct Code*	Business Purpose/Use

*Use dropdown box. If expense type is not listed, choose "other" and write a concise description.

Additional Comments or Descriptions of Items Purchased:

If reimbursement is for an Official Function please list attendees:

Please be sure to include all receipts

****PCARD expense reports must be submitted every 30 days and should be submitted by month (Jan, Feb, etc.)****

Procurement / ACARD

Commonly Overlooked Items

- Sales Tax on ACARD
- Itemized receipts
- Purchasing goods from Marketplace Vendor on ACARD
- Purchases over \$5000

Procurement / ACARD

Purchase over \$5000

- Cannot be purchased on ACARD. Purchase order (PO) MUST be created in Marketplace prior to ordering goods or services being rendered.
- Independent contractors or other services
 - University procurement rules require that an approved scope of work (individuals) and purchase order is in place prior to any work being completed.

Procurement / ACARD

Best Practices

- Set up SOW and PO for Independent Contractors as soon as you know you will be using their services
- Submit your receipts and reimbursement reports monthly to ceaeoffice@colorado.edu, or drop off the forms in the ACARD receipts mailbox.
- Review all purchases being charged to your speedtype regularly

Sponsored Projects



Sponsored Projects



Staying Within Budget

- Overall Budget
- Yearly Budget
- Budget Categories

Sponsored Projects



Staying Within Budget

- Difficult to anticipate all costs in proposal stage
- If spending will vary from original budget, formally request budget adjustment or use OPAS form (federal projects)
- OPAS form can also be used for pre-award spending



Request for Organizational Prior Approval (OPAS)

Request Date: _____

Principal Investigator: _____

Department: _____

Project Title: _____

Sponsor: _____

Proposal #: _____ Project #: _____

90 Day Pre-Award Costs (New/Continuation)	
Requested period of performance under OPAS:	_____ to _____
Anticipated award period to be funded by Sponsor:	_____ to _____
Anticipated Award Amount:	_____

Pre-Award Budget	
Salaries	
Fringe Benefits	
Equipment	
Travel	
Supplies	
Tuition	
Other Direct Costs	
Total Direct Cost	
Indirect Costs (F & A)	
Total Cost	

Budget Deviation			
From Budget Category/Acct Code	Amount	To Budget Category/Acct Code	Amount
Total		Total	

Justification:

Departmental Guarantee for Pre-Award Spending Authorization**			
PI Signature	_____	Date	_____
Dept Approval	_____	Date	_____
OCG Approval	_____	Date	_____

Speedtype

**If confirmation cannot be obtained from the sponsor regarding anticipated funding, your Contract and Grant Administrator will contact you to obtain a non-sponsored speedtype. In the event that an award is not received, direct costs will be borne by this speedtype.

*As authorized under 2 CFR Part 215 (OMB Circular A-110), the University has expanded authority to approve the above action on most federal grants or federal flow-through agreements on behalf of the Federal Government.

Sponsored Projects

Staying Within Budget

- You cannot spend money that you do not have

Sponsored Projects

Staying Within Budget

- You cannot spend money that you do not have
 - Verbal promise from sponsor does not constitute guarantee of future funding or project extension
 - Requests to hire students or incur other expenses on projects in deficit or that have ended will be refused
 - Exception: Written confirmation from sponsor of pending funding or extension will be considered on a case by case basis. Approval from Department Chair will be required.

Sponsored Projects

Staying Within Budget

- *Best Practices*
 - *Review financial reports monthly*
 - *Anticipate future expenses when making short-term decisions*
 - *Regularly compare actual spending to budget*
 - *Formally request budget adjustments from sponsor and/or SPA if there will be a deviation in spending from budget*

Sponsored Projects

Unallowable Expenses

- Office Supplies, paper, toner, etc.
- Dues/Memberships
- Non-participant expenses on a participant speedtype
- Computers, unless specifically written in to budget
 - Exception: sponsor approval and/or SPA approval of CAS form



Cost Accounting Standards (CAS) Exception Form

Request Date: _____ Date Proposal to be submitted: _____
Principal Investigator: _____
Department: _____
Project Title: _____
Sponsor: _____
Proposal #: _____ Project # (if available): _____

The purpose of this form is to ensure compliance with the Federal government's Cost Accounting Standards (CAS), as outlined in 2 CFR 220 (formerly OMB Circular A-21), Part F, Identification and Assignment of Facilities & Administrative (F&A) Costs, Section 6, Departmental Administrative Expenses, b., which provides direction on how different items of costs are to be designated as direct costs or F&A costs.

Principal Investigators may request exceptions to this section if there is sufficient evidence that the pending Scope of Work requires the direct charging of these expenditures due to special circumstances. To initiate a request for an exception, the Principal Investigator must complete, sign and submit this form to the Office of Contracts and Grants for review and consideration.

The following criteria must be met for F&A costs to be charged as a direct cost:

1. The costs must be specifically and readily identifiable to a specific project with a high degree of accuracy.
2. The costs are required by the project scope, due to the project's special purpose or circumstances.
3. If contemplated at proposal, the costs must be identified in the proposal budget and specifically justified in the proposal narrative.
4. If contemplated after award, the costs must be identified and justified in this form.

Section I: Request To Charge Administrative/Clerical Labor Costs as Direct Costs

Exceptions to 2 CFR 220, Part F, Section 6. b. (2) will be permitted only if the following circumstances can be clearly demonstrated:

1. Administrative and clerical salaries must be specifically identified with a major project or activity, requiring administrative and clerical support, which is significantly greater than the routine level of such services provided by the unit.
2. The following examples, directly from 2 CFR 220 Exhibit C, illustrate the characteristics of a major project or activity:
 - a. Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
 - b. Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
 - c. Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
 - d. Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
 - e. Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research field sites that are remote from campus.
 - f. Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.



Good News!

- New federal uniform guidance takes effect 12/26/14 for all projects that begin 12/26/14 or later
- New guidance allows for computer purchases up to \$5000 to be charged as a direct cost as materials/supplies, if the device is essential and allocable to the performance of the award
- Existing projects that began prior to 12/26/14 must still follow the old rules

Auxiliary Accounts



New Rules



We are here to help