



Note: Submit with PET spreadsheet

- Located on the HRSC Payroll webpage linked [here](#)

Required for all Fund 30/31

Please provide sufficient reason for submitting this Payroll Expense Transfer (For example: the cause of the error, how this PET corrects the error, and reflects the actual effort the employee(s) spent on the sponsored project(s), etc.). Attach any relevant back up documentation.

To the best of my knowledge, the charge is allowable, allocable, and provides direct benefit to the project receiving the charge.

Yes

No

Required for PETs after 90 days:

Please explain why the submission of this Payroll Expense Transfer is occurring after 90 days.

Required after 180 days – PI Statement Addressing the following (include as separate attachment):

- Why the expense was not charged to the award to begin with
- What the expense was and specifically how it benefits the award
- Why it took more than 90 days for the mistake to be identified
- How this will be prevented in the future

PI Signature: _____

Date: _____