

Below are a number of items seen regularly during the reconciliation process that may be considered out-of-compliance with federal Uniform Guidance and/or university policies and procedures.

This is not an all-inclusive list.

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### **Meals**

Documentation for meal expenses as part of a workshop or meeting must comply with the “Meals on Sponsored Projects” policy found on the OSPA website. In addition to a meeting invitation or program document that describes the meeting purpose, backup documentation must include an agenda and an attendee roster. A description of the activity associated with the meal must have appeared in the proposal narrative and/or budget justification, which will be checked at the time of the transaction reconciliation.

### **Ground Transportation Costs**

Ground transportation to and from an airport to the meeting/conference hotel would be considered of benefit to a sponsored project, and an allocable expense. Travel to and from a conference hotel or other location to eat a meal would not be considered in support of the sponsored project, unless there were a project-specific reason to travel to another location. Additional justification on the need to cover these types of costs (Uber, Lyft, taxi) should be included with the Concur travel expense voucher and Procard backup.

### **Lodging Documentation**

Hotel or other lodging expenses must have the occupant’s/traveler’s name on the documentation. Per the Procard and travel policies, the following are required for hotel receipts: Name of traveler, Name of hotel, Dates of arrival and departure, Room rate, Type of credit card used for payment, and Payment for hotel charges and applicable taxes (“zero” balance). If rooms are shared or pre-payment was handled via another person’s credit card, then the traveler will likely need to request this from the hotel during their stay.

### **Need for Effort With Travel Expenses**

When travel expenses are charged on any sponsored project, in order to represent benefit to the project, it is expected the traveler will have effort on the same project covering the travel costs. This could be as a regular UK employee or as a STEPs employee. If this is not the case, prior approval – before the travel occurs -- is needed from OSPA in order for the travel expenses to be charged to the sponsored project. If a student travels on a research project, the travel must be budgeted in advance on the student travel line. Non-employee travel may be allowed, depending on the circumstances. Guidance is available on the SRAS website.