

# Payroll Cost Transfer Request Justification

Revised 08/13

Name:	UIN:	Date:
Period of Correction:	Pay Period Begin Date:	Pay Period End Date:

1. Why was the expense originally charged to the account from which it is now being transferred?

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2. Why should this charge be transferred to the proposed receiving account?

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3. If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.

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4. Was the effort previously certified in TimeTraq or the Time and Effort system? Yes ☐ No ☐ If yes, explain what changed and why.

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## APPROVED:

Principal Investigator Signature (no delegates)	Printed Name	Date
Department Head Signature	Printed Name	Date
Dean/Director/CFO Signature (Required for transfers over 90 days only)	Printed Name	Date

Project Payroll - SRS	Printed Name	Date
System Member Review (Required for transfers over 90 days only)	Printed Name	Date