

SPONSORED PURCHASES/REIMBURSEMENTS JUSTIFICATION FORM

(Emory Express Requisitions/Compass Payment Requests/Compass Expense Reports)

All expenses on sponsored awards must be directly allocable and allowable to the project, per the scope of the project and award terms. If the item(s) will be utilized across multiple projects, it must be proportionally charged to each applicable award.

General use items or any items that could be considered standard costs of doing business unable to be directly allocated to a single project are generally unallowable, unless explicitly approved by the sponsor. Examples of these expenses are general office supplies, standard computer software, lab notebooks, office furniture, etc. If the item was not included in the original proposal budget justification, an approved [CAS exception](#) will be required, and we may need prior approval from the sponsor before allowing the purchase to proceed.

Name of Requestor

Date

1. Was this included on the original proposal budget/budget justification? (If yes, please attach the budget justification to your requisition/expense report.)

Yes No

2. How does this purchase/reimbursement directly relate to the sponsored award(s) that are being used to cover the expense?

3. Does the PI approve this purchase/reimbursement from their award?

Yes No

4. If applicable, for event-related reimbursement, please list event details (i.e. purpose and date of event) and explain how this expense directly relates to the project.

5. If applicable, for travel, please describe the reason for travel and detail how this expense directly relates to the project. (Attach any associated receipts or documentation to your requisition/expense report).