

RESEARCH EXPENSE REALLOCATION JUSTIFICATION FORM

Purpose and Submission Requirements

Complete this form for a research expense reallocation occurring within 90 days after the end of the month in which the original expense was charged. Attach the completed form to the Journal Voucher entry in MyJournals. This documentation is required for all applicable research expense reallocations. Journal Vouchers submitted without this completed justification form attached will be rejected and returned for correction.

Department:

Date:

Prepared By:

1. Justification for Original Charge

Why was this expense originally charged to the fund from which it is now being transferred?

2. Justification for Transfer

Why should this charge be transferred to the proposed receiving fund?