

When do I request an expense reallocation?

You request an expense reallocation when you wish to move a previously recorded cost from one index to another index, or from one account code to another account code within the same index.

In some cases, the decision is complicated because you are faced with the fact that you have budget available in one index, but the actual cost is recorded in a different, unrelated index. The first consideration in deciding whether you want to request an expense reallocation (versus a budget reallocation) is to determine in which index you want to record the actual costs for historical reporting purposes. As a general rule, you want to record costs in the most appropriate index, with the most descriptive title, and coded in the most appropriate hierarchy structure for the type or purpose of the expenditure. You should not record costs in an index “just because there is budget in that index.” After making the decision as to the most appropriate index for recording the cost, you then reallocate (or “move”) budget from an index where you have budget balance available to the index where you recorded the cost.

As an example, assume you have budget available in Department X, and you wish to support a special academic program in Department Y. It is appropriate to record the costs in Department Y, as an academic effort, and reallocate budget from Department X to Department Y.

Please contact the Budget Office or Controller’s Office for guidance if you need further assistance with your special situation. Communicate your expense reallocation request to the Controller’s Office by using the Budget/Expense Reallocation Form. The fiscal associate in your vice president or dean’s office can also assist you.