

**GRANT COORDINATOR MEETING 9/16/10
SPONSORED PROGRAMS ACCOUNTING**

AWARD REQUIREMENTS FOR EXPENDITURE DOCUMENTATION

Iowa State University has been receiving more awards that require additional transaction detail and/or supporting documentation for expenditures. OSPA will try to negotiate with sponsors so that only a detailed listing of transactions (departmental statement information) is required. SPA will attach departmental statement information to the invoice to meet this requirement. However, in those cases where documentation for expenditures or other additional cost information is needed, the administering department will provide SPA with the required documentation to send along with the invoice. For example, an Iowa Department of Public Health award requires the following travel cost information for each traveler for each date of travel: name of employee, description of activity, transportation costs, registration fees, lodging costs, meal costs, and other travel costs. SPA will contact the department if additional information is needed. Please provide this information to your Sponsored Programs Accountant on a timely basis so that invoices are submitted by required deadlines.

OTHER ISSUES/CONCERNS/QUESTIONS

LOST – Lesson of Selected Transgressions – Episode 1

NEXT GC MEETINGS

November 18, 2010, South Ballroom, MU

February 17, 2011, Campanile Room, MU

May 19, 2011, Gallery, MU