

**Grants Expense Transfer Questionnaire (Non-Payroll & Non-Equipment)**

The questionnaire below is required to be filled out if you are submitting a non-payroll and non-equipment accounting journal (also known as, cost or expense transfer) related to a Grant Worktag. This Questionnaire will be submitted to Sponsored Projects Accounting for additional review. For Payroll, use Payroll Accounting Adjustments. For equipment transfers, please visit [Process for Asset/Equipment Adjustments](https://sites.usc.edu/workdayinfo/training/training-and-quick-reference-guides/index-all-quick-reference-guides-qrgs/#business-assets-qrg-index).

1. Is this full or partial transaction amount? Choose an item
2. If partial, describe how the expense is allocated between the benefitting Driver Worktag(s).

Indicate how the expenses are separated (e.g., by percentage, by item/service, etc.).

Enter Response Here

1. Transaction Date of Original Expense: 1/1/1900
2. If the Original Transaction is within Workday, provide the Workday Transaction Number (For example, JE‐#..., REQ‐#..., etc.):

Enter Response Here

1. Explain why the expense is originally charged to the wrong Driver Worktag and how the expense relates to the Driver Worktag receiving the charge.

Enter Response Here

1. Indicate the date in which the error was discovered. 1/1/1900

Attach proof of when and how the error was discovered in the Workday Manual Journal. For example, from a report with run date, email correspondence of discovery, etc.

1. If transfer was delayed over 90 days of discovery:
   1. Provide reason for the delay:

Enter Response Here

* 1. Indicate what corrective measures your department has taken to ensure future non‐payroll expense transfers are submitted in a timely manner.

Enter Response Here

1. If DISAPPROVED, provide a Non‐Grant Driver Worktag and related worktags. If the worktag is invalid, then it will be defaulted to the Schools' Contracts and Grants Clearing/Overdraft Program Driver Worktag.
   1. Non‐Grant Driver Worktag (Project, Program, or Gift): PR / PG / GF…
   2. Cost Center: CA…
   3. Fund: FD…
   4. Function: FN…
2. Provide the name of the Principal Investigator (Grant) or Authorized Designee who is approving this transfer. If the transfer involved multiple schools (from/to), then each school will need an approval.

Enter Response Here

1. **Attach this completed form and any supporting documentation into your Workday Cost Transfer Journal submission.**