

Acknowledgement of Reimbursement for Unallowable Expenses on Startup and Internal Awards

This memorandum documents the Department's acknowledgment and reimbursement of unallowable expenditures charged to a Startup and/or Internal Award. The reimbursement is required because the expenditures were determined to be unallowable under the award's terms and conditions and cannot be transferred to another cost center because the expenses were incurred in a prior fiscal year and were not identified and corrected within the applicable fiscal year.

Award ID	
Award Title	
Principal Investigator	
Department/College	
Original Cost Center	

Reason for Reimbursement

The expenses identified below were determined to be unallowable in accordance with the [Internal Funding Terms and Conditions](#) governing the above-referenced Startup/Internal Award.

Because these expenditures were posted in a prior fiscal year, [MAPP Policy 05.02.03 – Expenditure Reallocation and Correction](#) does not permit the charges to be reallocated to another cost center. Accordingly, the Department/College agrees to reimburse the Division of Research Administration from an unrestricted departmental funding source.

Unallowable Expenses Requiring Reimbursement

Original Voucher/Journal #	Transaction Date	Description	Amount
		Total Reimbursement Due:	

Please attach a copy of the corresponding 1074

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Department Reimbursement

The Department has reimbursed the Division of Research Administration through the following journal(s):

Reimbursement Journal #	Journal Date	Department Cost Center	Division of Research Cost Center	Amount
			Total Reimbursed:	

Department Certification

By signing below, we acknowledge that:

- The expenditures identified above are unallowable under the applicable award terms and conditions.
- The expenses cannot be transferred to another cost center because they were incurred in a prior fiscal year.
- The Department/College accepts financial responsibility for these expenditures.
- The reimbursement identified above represents full repayment of the unallowable costs to the Division of Research.
- We understand that this action resolves only the financial correction associated with these identified expenses and does not alter the award terms and conditions.

Department Business Administrator Name: _____ Signature: _____ Date: _____	Principal Investigator Name: _____ Signature: _____ Date: _____
Department Chair Name: _____ Signature: _____ Date: _____	College Dean Name: _____ Signature: _____ Date: _____

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Division of Research Administration Acknowledgment

I acknowledge receipt of the reimbursement identified above.

Based upon the reimbursement documented in this memorandum, the identified unallowable expenses associated with **Award ID** _____ have been financially resolved.

This acknowledgment confirms receipt of reimbursement only and does not waive any future findings should additional unallowable expenditures be identified.

Assistant Vice President for Research Administration

Cristina D. Milligan

Signature: _____ Date: _____

Division of Research Business Operations Use Only:

Date Received: _____

Reviewed By: _____

Date Cost Center Updated: _____

Documentation Uploaded: _____

Date Award Submitted for Close Out: _____

Comments: