

Sponsored Projects Accounting

A D I V I S I O N O F F I N A N C E A N D A D M I N I S T R A T I O N

CAMPUS QUESTION CORNER

I have a lot of activity on my project. What's the best way to include this on the SFC?

One option, instead of listing all the charges in section 2 of the SFC, is to run a CJ13 IRIS report for the appropriate time frame. In section 2 state "see attached," list the total of the transactions, and send the CJ13 with the SFC. Of course, any planned removal of charges should be included in Section 3.



I have some entertainment charges on my project that I know is unallowable on Federal projects. Is it appropriate to reclassify them by moving them to "Group Arranged Events."

No!!! Entertainment expenses are entertainment expenses and should never be changed to something else in order to be charged to a Federally funded sponsored project. If you have entertainment charges they should be moved to a non-sponsored WBS element.

However; UT Policy and UG make allowances for certain instances where pre-approved food costs and events can be charged to Federal projects.

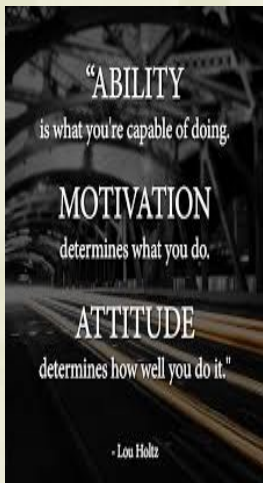
Group Arranged Events, defined as those hospitality events hosted for primarily University faculty, staff and students include **prior approved** group sponsored projects meetings. All costs (meals, refreshments, supplies, equipment rental, etc.) can be charged as 446200.

Food and Housing Expenses arranged for UT-Sponsored Conferences and Seminar, is defined as all food costs associated with meals, breaks or receptions for conference-type events sponsored by the University, room rentals and housing arranged for conference participants and speakers. Fees are typically collected by the University from external parties to cover these costs. Events would include, but are not limited to, training provided through a conference center, the Institutes for Public Service or Agriculture, a sponsored grant or other event in which funding is provided to the University to conduct training. This is considered a cost of the event and these are not entertainment expenses. These costs should be charged to General Ledger Code 449300. It is important to note, registration fees are program income and should be posted under GL code 700900 for the appropriate sponsored project.

The key is to ensure you receive prior approval from the sponsor and you can justify the prior approval based on one of the defined descriptions listed above.

See Policy FI0715 for further information!

http://policy.tennessee.edu/fiscal_policy/fi0715/



INSIDE THIS ISSUE:

Campus ? Corner	1
Fly America Act	2
Training/CPE's	2

“ F L Y A M E R I C A A C T ”

By: Patsy Johnson, Accountant III, SPA

The Fly America Act requires that recipients of Federal awards make use of U.S. flag air carriers when service is available. This requirement applies even if foreign air carriers are cheaper or more convenient. This Act is part of The University of Tennessee’s fiscal policy FI0705. (http://policy.tennessee.edu/fiscal_policy/fi0705/#3) The Act mandates that U.S. flag air carriers should be utilized unless one of the following circumstances applies:

1. For travel originating in the United States, if a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from the origin to the destination, the traveler must use the U.S. flag air carrier services unless such use would extend travel time, including delay at origin, by 24 hours or more.
2. For travel originating both within and outside of the United States, if a U.S. flag air carrier does not offer nonstop or direct service (no aircraft exchange) between the origin and the destination, the traveler must use a U.S. flag air carrier unless, when compared to using a foreign air carrier, such use would:
 - A. Increase the number of aircraft changes that must be made outside of the U.S. by two or more
 - B. Extend travel time by a least six hours or more, or
 - C. Require a connecting time of four hours or more at an overseas interchange point.

While all Federal agencies must adhere to the Fly America Act, some funding sources may have more restrictive policies that have to be followed, so the traveler must be familiar and comply with the sponsor’s restrictions as well.

Most federal agencies accept code-sharing agreements between U.S and foreign air carriers when the U.S. carrier’s designator and flight number are identified on the ticket or documentation. When the code share is between a U.S. air carrier and a non-U.S. air carrier, the ticket stock or documentation for electronic tickets must identify the U. S. airlines designator code and flight number as the marketing carrier to be in compliance with the Fly America Act. Transportation also may be provided by a foreign flag air carrier if the transportation is provided under an air transport agreement between the United States Government and a foreign government, which the U.S. Department of Transportation has determined meets the requirements of the Fly America Act. The U.S. Government has entered into several air transport agreements, called “Open Skies” agreements, which allow federally funded transportation services for travel and cargo movements using foreign air carriers under certain circumstances. For more information on “Open Skies” agreements to which the United States is a party, please refer to the General Services Administration’s website at <http://www.gsa.gov/portal/content/103191>.

Upcoming Training Opportunities and Certification Need-to-knows!

Upcoming Trainings:

This is the last SPA In-House Blount Hall training for this year.

When: December 8th 10:00 a.m.
Where: Blount Hall training room
What: Advanced Topics & Sub-Contract Monitoring

Please RSVP to Jay Taylor, vtaylor@utk.edu



Advanced Topics & Sub-Contract Monitoring Sneak Peek!

Topics that will be included are: Program income, Expanded authority, and subcontract monitoring.

We will talk about the related policies for each topic, discuss examples, learn how to identify program income, identify the methods that can be used regarding program income, discuss how expanded authority works, talk about the benefits and cautions of expanded authority, learn how to identify a subrecipient versus a vendor, identify the cost elements for working with subs, and we will discuss regulatory guidance.

Certification Need-to-knows!

At the conclusion of the above training, all 12 modules required for the Sponsored Projects Accounting Certification will have been presented and will be available on Blackboard.

1.5 HR128 CPE hours are given for each module/quiz taken towards the certification. We know that several of you will be wanting to get as many hours in before the end of the year. In order to ensure you receive credit within this year you must submit all quiz modules by December 11, 2015. After this date we will submit all hours taken to Employee and Organizational Development for entry.

We are working on adding additional training modules to Blackboard, not part of the certification, for the upcoming year to help the campus community in areas of UG and Policy that have invoked a lot of questions. If there are areas you are interested in gaining additional training in, please let us know what they are.

We would like to take this opportunity to thank each of you who have taken part in the SPA trainings this year. We feel this has been a very successful step forward in ensuring UT is in compliance with applicable UT policies and UG requirements. We could not have done this without you.

Again, we can't thank you enough for your dedication to working with sponsored projects and the SPA staff!

SPA