Expenditure Justification for Sponsored Research Projects

Project Title: ______________________________________________________

Principal Investigator:_____________________________________________

Project /Grant Number:___________________      Fund Number: ________________

Description of Expense: _____________________________________________

Amount of Expense: ______________  Date of Expense: ______________

**Explanation of Cost Allocation** (i.e. how was a determination made regarding the percentage of this expense charged to the project listed above?)

________________________________________________________________________

________________________________________________________________________

**Justification of Expense** (i.e. why is this expense necessary to further the programmatic needs of the project being charged?)

________________________________________________________________________

________________________________________________________________________

**Certification of Principal Investigator**  I hereby certify that the expense described above is allowable, allocable to the project, and reasonable, based on the cost principles outlined in OMB Circular A21. I have authorized the allocation of the expenses as listed against the above referenced project.

_________________________________________  ____________________________
Signature of Principal Investigator          Date

This form is to be used to document that expenses charged to a sponsored research project are allowable, reasonable, and allocable, per OMB Circular A21. (see http://www.upenn.edu/researchservices/spmanual/a21.html for more information)