1. Duplicate/Erroneous Payments on Federal Awards

Because most federal awards are on a letter of credit (draw):

• Erroneous charges should be transferred off as soon as the error is detected
• Do not wait for resolution of the error
• Charges should be moved onto a department or other unrestricted budget
2. Travel on Federal Awards

PAFC Website info on Federal Travel:
https://f2.washington.edu/fm/pafc/travel
Best Practices/Travel on Federal Awards

• If travel not included in proposal budget strongly suggest obtaining sponsor approval
• Document how the travel benefitted the Award
• Purchase airline tickets through the UW contract travel agent (cheap! Fly America Act!)
• The length of trip must coincide with travel objectives
• Travel must take place between the start and end dates of the Award (budget) period
Federal Travel Regulations (2 CFR 200.474)

• Recipient’s (UW) established travel policies can be followed for the following travel costs:
  – Per diem (Lodging, Meals & Incidental Expenses)
  – Lodging over maximum
  – Ground transportation (taxi, bus, train)
  – Mileage reimbursement

• Recipient’s (UW) established travel policies **CANNOT** be followed for Air travel
Airfare on Federal Awards

Allowable airfare is:

1. The least expensive class of travel (coach or economy); and

2. The least expensive unrestricted fare (allows for cancellation or change with a penalty value that is less than the cost of the ticket). Airfare purchased on a restricted fare is allowable as long as the ticket is used.
Airfare Exceptions

• Very limited (medical, security)
  – Review Award/Sponsor/Federal Regulations to determine if qualify
  – Links to NIH & NSF regulations on PAFC website

• Exceptions do not include the “14 hour” rule
3. New eLearning!
f2.Washington.edu/fm/pafc – Training & Outreach

This training was is brought to you by the Post Award Fiscal Compliance office and the Collaborative for Research Education (CORE).