

Compliance Corner

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PAFC Website: f2.Washington.edu/fm/pafc



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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

The screenshot shows the CORE (Collaborative for Research Education) eLearning interface. On the left is a navigation menu with the following items:

- Menu
 - Direct Billing of F&A Type Costs
 - Welcome
 - Training Goals
 - Basic Information
 - Multiple Terms
 - Direct vs Indirect
 - Criteria for Direct Billing of F&A Costs
 - Consequences
 - Process
 - Steps
 - Step 1: Identify Costs

The main content area features a large blue box with the title "Direct Billing of F & A Type Costs" and a smaller blue box below it containing the text: "This training was is brought to you by the Post Award Fiscal Compliance office and the Collaborative for Research Education (CORE)."