Loyola Marymount University
Research and
Sponsored Projects

Sponsored Project Expenditure Guide

This guide is provided by the Office of Research and Sponsored Projects (ORSP) to assist Principal Investigators in making purchases, paying personnel, and managing sponsored projects expenses. Making purchases with sponsored projects is unique because of the specificity of the use of the funds, the additional financial approvals, more restrictive procurement thresholds, and the inclusion of a grant work tag. This guide will assist in navigating those processes. All sponsored project expenditures must be:

- **Allowable:** Costs permitted under sponsor guidelines, award terms, project budget, and institutional policies.
- **Allocable:** Goods or services that directly benefit the project.
- **Reasonable:** Costs that reflect prudent decisions based on circumstances at the time of purchase.

Reimbursements & Expense Cards

Principal Investigators (PI’s) are responsible for reviewing and adhering to Loyola Marymount University’s (LMU) Purchasing and Payment Policy. This policy outlines the procedures, responsibilities, and guidelines for procuring goods and services at LMU. Log into MyLMU, Go to Workday, and under the Workday apps select expenses or purchases depending on how you purchase your supplies or services.

The screenshot below shows an example of the ‘Additional Worktags’ field for your grant to be associated with the expenses. By only selecting Fund “15 Grants”, Workday will not associate the expense to the right grant account until you add the additional Worktags.

*Fund	15 Grants
*Cost Center	Office of Research and Sponsored Projects
*Additional Worktags	Function: Research - Applied Grant: NSF GRANTED TRI ALLIANCE 24073

LMU Credit Card Application	The Expense Card must be used for purchases (including travel). To obtain an Expense Card, fill out the LMU Credit Card Application and Cardholder Agreement and submit it to the Controller’s Office. Card Holder’s must comply with LMU Card Holder Policy.
Processing Expenses	1. Create an expense report in Workday 2. Upload all receipts, including itemized receipts for food 3. Add grant Worktag to “Additional Worktags” field 4. Select "15 Grants”

	5. Cost Center should automatically populate If applicable, add the grant's program tag to Additional Worktags field. **Required for LLS**.
Travel Expenses	Please see LMU's Travel Policy for guidance on expenses and LMU's Travel Resources for additional guidelines.
Airfare, hotel, ground transportation, rental car, conference fees	Book airfare, hotel, and travel expenses to your expense card (domestic or foreign). Upload all receipts into the expense report. If purchased on a personal credit card, create a new expense report, attach receipts, and process. If you're using **federal funds to pay for travel**, you must fly on a U.S. airline whenever possible—even if a foreign airline is cheaper or more convenient. This is referred to as the **Fly America Act**. Please reference LMU's Travel Policy for further guidance and reach out to **Post Award Administration and Accounting team for guidance on international expenses.**
Meals	Meals are reimbursed up to $70 per day based on actual expenditures. LMU does not use per diem. Itemized receipts must be included in all meal reimbursements. Alcohol cannot be purchased with grant funds.
Rental Car	LMU has discounts with various car rental agencies.
LMU Van Rental	LMU only allows the use of 10-passenger vans, including the driver. Use of 15-passenger vans for any reason is prohibited by LMU. Please visit LMU Vehicle Information for requirements for LMU van rentals and online training.
Mileage	Mileage is reimbursed at $0.70 per mile. Workday Mileage Reimbursement (personal car) Mileage Reimbursement (Workday Video) Mileage Reimbursement for Non-employee
Purchasing Supplies & Equipment	
Technology Purchases	*Computers for new employees or those on the project should be done as soon as possible. It can take three weeks or longer for a new employee to receive a computer after they have started at LMU.* For all computer purchases **submit a request through the ITS Service-Now portal**, including but not limited to: • Computer purchases on grants must be Non-RMP.

	Any software or services that obligate the university in any way, be it financial and/or contractual. • Any hardware that connects to the LMU network, including printers • Mobile Devices (including iPads with a cellular plan) Non-RMP for grants • Landline (VoIP) telephones (option for an LMU number on personal phone via app) • Any Audio or Visual components as part of a project
Purchasing Supplies and Equipment	Supplies and equipment, such as technology accessories or consumable office supplies can be purchased directly through the preapproved supplier website, **CDWG, in Workday**, Step-by-step guide on making purchases in Workday through the supplier website and confirmation process for receiving items by "Creating Receipt." Many sponsors prohibit the purchase of office furniture as it is seen as an institutional expense. Uniform Guidance 101-25.104 Acquisition of office furniture and office machines.
Purchasing Chemicals	The purchase of chemicals is handled by individual departments in consultation with the Environmental Health and Safety Office (EHS). All chemical purchases must include a request for a Material Safety Data Sheet (MSDS). The MSDS is required to be sent by the vendor to the buyer within 30 days of receipt of the chemical. The buyer must maintain a copy of each MSDS and must send a copy to EHS.
Construction and Renovation Projects	For capital projects (construction, remodeling, and renovation), PIs must contact **Facilities Management**. VP of Facilities Management is part of the approval and award process stage of sponsored projects. Cost estimates for projects and timelines need to be done with the VP of Facilities prior to submission of the grant. If awarded, Contract for further guidance as soon as your project is awarded.

Paying Vendors/Suppliers

To ensure fair vendor consideration and secure the best value, purchases of goods or services greater than **$10,000 on federal grants require at least three bids/quotes. Purchases over $50,000 on nonfederal grants** require a Request for Proposals (RFP), as well as at least three bids/quotes. Buyers must document bids/quotes; if three vendors are unavailable, refer to the

Sole Source section in the Purchasing & Payment Policy. A Sole Source Justification form will need to be completed if applicable. Review completed forms &/or bids with PAAA prior to making the purchase. All forms and bids must be attached in Workday to the purchase order/invoice. To pay a vendor, *first verify that the vendor is in Workday*. In the search box, type “View Supplier” and enter supplier’s name. If they are not in the system you will need to add the supplier to Workday.	
Add a Supplier (Vendor) to WD for Payment	1. Submit a supplier request - You will need the vendor's W-9 to complete the request. Follow the Workday step-by-step guide on creating a supplier request. 2, Accounts payable will review & approve it. **3. After Approval, follow the Workday step-by-step guide to submit invoices** Create a Supplier Invoice **4. If you need to find or modify the invoice,** Find or modify and invoice
To pay a one-time fee for a speaker	1. Use the Speaker Agreement Form to pay guest speakers who will receive an honorarium or payment for their services and route for signatures. 2. Create a Supplier Invoice in Workday to pay the speaker for their services.
Paying LMU Personnel	
Pay a faculty member during the academic year	• Course release is calculated at 12.5% of salary for 3 or 4 credit courses • Fringe benefits are in addition to salary and are shown on a different budget line item • Only Deans can approve less than the 12.5% of salary for course release During the award setup meeting with PAAA, inform them of any course release(s) and the corresponding semester(s). If plans change, please notify PAAA. **Effective for the coming academic year (2025-26), fall course releases will be recorded in October and spring course releases will be recorded in February.** PAAA processes the course release and submits the payroll adjustment form to payroll. They also track

	course releases in their office. For more information, please contact PAAA.
Pay a faculty member a summer stipend or for workshops and other activities in the grant	• Faculty on 9-month contracts can receive up to 3 months of summer pay • LLS faculty on 10-month faculty contracts can receive up to 2 months of summer pay • Workshops and other stipends for LMU personnel are processed in the same manner as one-time payments. • Summer commitments that are $1,000 or less will not be reported as effort. • **Contact Budget Analyst** Victor Hernandez from the Office of the Provost, Budget office to process faculty stipends (one-time payments). • PI's department administrator may also process faculty stipends
Pay a current staff member for a percentage of their time	• Staff cannot receive supplemental pay on grant projects. A percentage of their pay can be allocated to a grant. • Staff with less than a 1.0 FTE can receive no more than the remaining FTE available (i.e. - if .50 FTE then the other .50 FTE could be charged to the grant. During the award setup meeting with PAAA, notify them of any staff to be paid by the grant and the applicable period. PAAA will submit costing allocations in Workday, which will automatically charge a set percentage of their pay to the grant each pay period until the end date. Any remaining percentage will be charged to the staff member's default Cost Center. For any changes or corrections to allocations, please contact PAAA.
Pay LMU Students	Students must: • **Record Hours Worked**: Students enter their hours in Workday's MyTime system. • **Submit Timesheets**: They must submit their time sheets biweekly for approval. As the supervisor, you are responsible for:

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<tr><td></td><td>• **Approving Timesheets**: Review and approve the submitted hours in Workday to ensure accuracy and compliance.
• **Monitoring Award Balances**: Keep track of the student's awarded hours to prevent overages</td></tr>
<tr><td colspan="2">**Consultants and Independent Contractors**</td></tr>
<tr><td colspan="2">LMU's Contract/Authorized Signature Policy
LMU's Key Forms and Agreement Templates
Sole Source Justification Form – If the contract agreement is **greater than $10,000 for federal grants or over $50,000 for nonfederal grants** it will need to be accompanied by at least three competitive quotes or a Sole Source Justification form, before issuing out to the consultant or contractor agreement. Annual services greater than $50,000 require an initial RFP.</td></tr>
<tr><td>**Determine if you need to hire a consultant or an employee**</td><td>The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.</td></tr>
<tr><td>**Paying Independent Consultant/Contractor**</td><td>1. An Independent Consultant Routing Form must be signed by all parties. Prior to processing the invoice in Workday.
2. An Independent Consultant Checklist must be completed by the LMU employee who will be supervising the contractor. The purpose of the form is to determine employee vs. independent contractor status. It requires signature by the preparer and HR.
3. An Independent Consulting Agreement must be signed by the consultant prior to routing with the rest of the package in Adobe Sign. This agreement also requires CFO signature (aimee.uen@lmu.edu). Note: the CFO should be the final signatory in the routing process.
4. Exhibit A must be included with the following information:
• Description of Services
• Period of Contract
• Location in Which Work Performed (City, State)
• Payment Amount & Terms
• Grant to be Charged
5. Attach additional information as listed on the Routing Form and send via Adobe sign to all signatories.</td></tr>
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	Once routing form is fully executed, the PI can then process the supplier invoice in Workday for invoices received from the consultant/independent contractor. 1. Attach Independent Consultant Routing Form to the supplier invoice in Workday. 2. Attach Invoice 3. Attach any additional forms required (i.e. Sole Source Justification if applicable) 4. Add the grant Worktags
International Consultants and Contractors	1. Determine Tax Requirements: If the consultant is international, Accounts Payable (AP) may require additional tax-related documentation. 2. Collect Required Tax Forms: Depending on the nature of the services provided, the Controller’s Office and AP will coordinate to collect the necessary forms (e.g., Tax Summary Forms). 3. Set Up Glacier Account (If Applicable): If required based on tax residency or treaty eligibility, a Glacier account will be set up to manage U.S. tax compliance for the consultant. 4. Invoice Submission: The PI submits the invoice in Workday as a Supplier Invoice, following the standard process. The presence of tax-related documentation does not alter the invoice submission procedure.
Issue a subaward / subagreement on a grant	Contact ORSP to determine the correct subaward or subagreement form to use. Please visit ORSP’s New Awards page for more information.
Pay a Subaward	1. Forward Invoice to PAAA: Send any subaward-related invoices received to PAAA. 2. PAAA Completes Invoice Checklist: PAAA reviews the invoice and completes an internal invoice checklist to verify accuracy and compliance. 3. PAAA Sends PI Questionnaire: PAAA sends a PI Questionnaire to PI. The PI confirms they are actively monitoring the

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<tr><td></td><td>subawardee and that the work billed on the invoice has been satisfactorily completed.
4. PI Reviews and Approves Invoice: After confirming the information in the questionnaire, the PI processes and pays the invoice through Workday, following the standard procedure for invoice payments.</td></tr>
<tr><td colspan="2">Track and Review your Sponsored Project Budget</td></tr>
<tr><td>Reconcile your budget with actual expenses</td><td>1. Log into MyLMU and go to Workday
2. In the search bar and enter the name of your grant
3. In the blue bar with your grant name, click the twinkie (circle with three dots), under “Grant”, navigate to “Award” and click on the blue hyperlink
4. Navigate to “Plan” where your budget will be displayed for each year
5. Go to “Object Class” in the table at the bottom of the page and click on it
6. In the Object Class box click use ascending and filter by object or budget line and select your line item to review
7. Refresh the page after each line item
Alternatively contact PAAA for your grant’s current balance. They can provide a report showing budget vs actuals, or a “budget update” upon request.</td></tr>
<tr><td>Transfer of Expenses on or off your sponsored project budget to or from a different budget.</td><td>If there are any expense discrepancies to please contact PAAA.</td></tr>
<tr><td>Request a re-budget, change to personnel, NCE or other changes affecting your project budget or scope.</td><td>Please see Awards Page for guidance on modifications.</td></tr>
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<tr><th colspan="2">Financial Reporting</th></tr>
<tr><td>Financial Reporting Requirements</td><td>PAAA will provide financial reports to the sponsor and file FFATA reports for federal grants. The Sponsored Project Manager can work with the PI to create a timeline for the project’s life cycle inclusive of financial checkpoints to meet the sponsor’s reporting deadlines.</td></tr>
<tr><td>Award Close Out</td><td>Award Closeout includes completing the project, submitting required reports, invoices, and deliverables, and meeting all terms of the agreement. PAAA will contact you prior to project end date (30/60/90 days depending on the sponsor) to determine close out steps.
Once the final financial report is submitted, full payment is received from the sponsor, and the grant is fully spent, the account will be closed. The grant Worktag will be updated to include “(Closed-Do Not Use)” and/or “Inactive.” No further expenses can be charged to the grant after it is closed.</td></tr>
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