

SRA International
A Professional Society, Educating and Supporting Research Administrators Around the World

Training Networking
Connecting Learning Volunteering

Society of Research Administrators International Webinars

Allowable Costs on International Projects



infoEd
GLOBAL

Wednesday, May 22, 2013 1:00 – 2:30 p.m. EDT
This Webinar is being recorded.

Broadcast from the InfoEd Global E4 Meeting in Orlando.

SRA International
A Professional Society, Educating and Supporting Research Administrators Around the World

Broadcast from the InfoEd Global E4 Meeting in Orlando



infoEd
GLOBAL

This Webinar is being recorded.

2

Presenters



Ted Mordhorst
Assistant Director Post Award
Financial Compliance
University of Washington



Lynne Chronister
Vice President for Research and
Economic Development
University of South Alabama

This Webinar is being recorded.

3

Learning Objectives

1. Create a budgeting checklist for your institution.
2. Create a relocation benefits guideline for your institution.
3. Use the above tools to protect your institution and increase your institution's ability to be competitive on international projects.

This Webinar is being recorded.

4

Today's Agenda

1. What do we mean by international projects?
2. Who needs to be knowledgeable about international grant management and budgeting?
3. Outline of important considerations.
4. Review Checklist for Budgeting Administrative Costs and Fees
(supplemental handout)
5. Review Guidelines for Relocation Benefits
(supplemental handout)

This Webinar is being recorded.

5

1. What is Meant by International Projects?

Questions:

1. Is it **“Research”, “Service” or “Education”**?
2. Is it an **international collaboration**?
3. Is the project being **conducted in non-U.S. territory**?
4. Is the sponsor a **U.S. gov't sponsor or non-U.S. gov't sponsor**?
5. Is the sponsor a **private or non-profit international organization**?

This Webinar is being recorded.

6

Research, Service or Education

1. *Research*

Tracking Forest Elephant poaching in Gabon
Evaluating the effects of slash and burn in the rain forest in the Amazon

2. *Service*

Water purification programs in India
Setting up a Public Health Clinic in Africa

3. *Educational Projects*

University campus in Rome Italy
Aids Prevention Training in-country

This Webinar is being recorded.

7

2. Applicability

The guidance provided in this presentation is applicable to:

- ✓ Universities
- ✓ Not for Profit Laboratories
- ✓ Non-governmental Organizations (NGO's)
- ✓ For profit organizations receiving US Gov't funds

This Webinar is being recorded.

8

3. Outline of Important Considerations

1. Cultural
2. Legal
3. Business Environment
4. Security

This Webinar is being recorded.

9

Do We Have Different Challenges In the International Arena?



What Questions Should I be Asking Before we Start International Projects?

1. How Do I figure out a budget?
2. Who pays for non-allowable expenditures?
3. What rules apply?
4. What is the risk-to-benefit ratio?
5. Huge difference among projects that:
 - Are funded by U.S. agencies
 - Are funded by Non-U.S. organizations
 - Work is outside of the US (partial or primarily)

This Webinar is being recorded.

11

Questions, Continued

5. You must ask the question:
“can I do business in this country?”
6. Can I hire U.S. and non-U.S. citizens in this country?
7. How do I move money?
8. What currency do I use to pay the expense?

This Webinar is being recorded.

12

Questions, Continued

- 9. Do I need to contract with an NGO to do business?**
- 10. How do I handle compliance? (NIH Website)**
- 11. How do I handle safety and insurance?**

This Webinar is being recorded.

13

Checklist Establishing Operations Abroad

Consider the following:

- 1. Strategic Significance**
- 2. Political Stability**
- 3. Financial Stability**
 - Banking
 - Ability of local partners to provide working capital
- 4. Financial Sustainability**
 - Consistent funding source (*e.g., grants and contracts, tuition, fees*)
 - Availability of funds subsidize
 - Unexpected costs: Logistics, Legal, Unrecovered in-directs
- 5. Safety and Security**

This Webinar is being recorded.

14

Checklist

Establishing Operations Abroad

6. Determine whether nature of operations requires legal registration within the host country.

- Will vary by country
- May require outside legal counsel
- Options may be impacted by University's legal definition
- Registration may have unintended impacts
(*e.g., perception by local population*)

7. Establish internal review/approval process, including explicit definition of roles.

This Webinar is being recorded.

15

Checklist

Establishing Operations Abroad

8. Create Delegated Authorities:

- Executing contracts
- Hiring personnel
- Financial management
- Use of University trademarks/logos, etc.
- Solicitation and/or gift acceptance
- Relationships with local officials

9. Develop an array of administrative processing options to address unique needs.

This Webinar is being recorded.

16

Is your Research Operation Required to Establish Legal Status In-country?

Considerations

- Legal status may be required to open a bank account, lease space and pay local salaries
- Involve your legal counsel
- Engage in-country legal counsel
- Thoroughly understand risks & benefits of registration options

Risks

- **Delays in program activity**
- **Personal safety**
- **Loss of assets**
- **Regulatory action**

This Webinar is being recorded.

17

How do you Make Cash Available in Countries that Don't Have Well-established Banking Systems?

Considerations

- Checks issued from US
- Electronic wires to foreign bank account
- Work with local "logistics" firm
- Pay vendors directly from US institution via PO
- Subcontract with foreign institution or non-profit

Risks

- **Program activity may be disrupted**
- **Inefficient operations using wires**
- **Excessive foreign banking "fees"**

This Webinar is being recorded.

18

International Sponsors

1. U.S. Government:

- OMB A-110 and A-21
 - » *Except when they do not apply*
 - » *Except when the sponsor has a different interpretation*

2. Horizon 2020 (EU Framework)

- “Horizon 2020 is the financial instrument implementing the Innovation Union, a [Europe 2020](#)³ flagship initiative aimed at securing Europe's global competitiveness”.
 - » Different F&A rules
 - » Total Costing Model
 - » Audit Requirements

This Webinar is being recorded.

19

Break #1 for Questions

This Webinar is being recorded.

20

Checklist for Budgeting Costs to Support International Activities

Every international activity will have a unique scope of work and a related budget to accomplish the activity's objectives.

Other factors that come into play:

1. The sponsor of the activity

- U.S. Federal Government
- Foreign governmental unit
- Foundation or other non-profit organization or
- For-profit entity

2. The scale and duration of time the activity that will be operating in a foreign location

- The laws and regulations for the particular foreign location
- The culture of the particular location

This Webinar is being recorded.

21

Checklist for Budgeting Costs to Support International Activities – How to Use It

- This checklist is meant as a planning tool to assist in identifying potential costs that may need to be considered in developing a budget and scope of work. Many of these costs are in addition to the cost of conducting the actual project.
- In preparing the checklist that follows we have tried to take into consideration the conditions on the previous slides to determine if a cost would generally be considered allowable or unallowable.
- We also considered the provisions of OMB Circular A-21 (2 CFR 220), the NIH Grants Policy Statement, the PHS Grants Policy Statement and certain other sponsor terms and conditions.

This Webinar is being recorded.

22

Checklist for Budgeting Costs to Support International Activities – How to Use It

- Users of this checklist must always take into consideration the terms and conditions of their particular award in making the final determination on allowability.
- There may be necessary costs that the sponsor will not support.

This Webinar is being recorded.

23

Checklist for Budgeting Costs to Support International Activities

1. Identify unique costs that may be applicable to your project in the planning stage.
2. Include them in the proposed budget.
3. If funded they are assumed to have been approved by the sponsor.
4. Will avoid having to continually go back to the sponsor for approval.

This Webinar is being recorded.

24

Checklist for Budgeting Costs to Support International Activities

| | Allowability | Comments |
|---|--------------|----------|
| 1. Wire, Credit Card Transaction & Foreign Bank Fees | | |
| a. Wire fees (for field advance to a domestic or foreign bank account; salary to UW employee working abroad; payments to vendors, independent contractors and/or other service providers) | Allowable | |
| b. Credit card transaction fees in foreign settings | Allowable | |
| c. US and foreign bank fees for processing a wire transaction initiated by the UW | Allowable | |
| d. Foreign ATM transaction fees | Allowable | |
| e. Foreign bank account fees | Allowable | |
| f. Currency conversation fees | Allowable | |

This Webinar is being recorded.

25

Checklist for Budgeting Costs to Support International Activities

| | Allowability | Comments |
|--|--------------|----------|
| 2. Pre-departure Expenses | | |
| a. Pre-travel health consultation | Not Allowed | |
| b. Required immunizations and preventative medications | Allowable | |
| c. Malaria prevention supplies | Allowable | |
| d. Personal health supplies (e.g., bug spray, first aid kit) | Not Allowed | |

This Webinar is being recorded.

26

Checklist for Budgeting Costs to Support International Activities

| 3. Travel | | |
|---|---|--|
| a. Airline tickets (Note: budget permitting, business class upgrade is an option if the total time spent in flight is 14 hours or longer) | Allowable-(Generally Subject to U.S. Flag Carrier Restrictions) | |
| b. Ticketing fee for airline tickets | Allowable | |
| c. Airline fuel surcharge fees | Allowable | |
| d. Checked baggage fees | Allowable | |
| e. Excess baggage fees | Allowable | |
| f. Tickets for other ground transportation (e.g., train, bus, ferry) | Allowable | |
| g. Passport (if needed for business purposes) initial, renewal or extra pages | Not Allowed | |
| h. Visa, if required by foreign country | Generally Not Allowed | |
| i. Visa expediting service | Not Allowed | |
| j. Entry and/or exit fees at foreign airports | Allowable | |
| k. Trip insurance | Not Allowed | |
| 4. Per diem & Lodging | | |
| a. Per diem allowance for travelers | Allowable | |
| b. Lodging | Allowable | |

27

Checklist for Budgeting Costs to Support International Activities

| 5. Communication Equipment/Technology | | |
|---|--|--|
| a. International cell or satellite phone | Allowable for Special & Unique Circumstances | |
| b. Pre-paid phone cards | Allowable – see 5a | |
| c. SIM card | Allowable – see 5a | |
| d. Internet charges, including access charge from hotels | Allowable – see 5a | |
| e. Long distance charges – conference calling service, bridge lines, UWATTS | Allowable | |
| f. Charges for voice or data roaming | Allowable – See 5a | |
| g. Computer, laptop, tablet, hand-held device or other electronic equipment | Sponsor Approval | |
| h. Technical support (in U.S. and/or foreign location) | Allowable –Non-UW Location | |

This Webinar is being recorded.

28

Checklist for Budgeting Costs to Support International Activities

| 6. Supplies/Educational Aids/Materials | | |
|--|--------------------------------|--|
| a. Office supplies (e.g., pens, paper) | Allowable Special Circumstance | |
| b. Educational aids (e.g., DVDs, books, whiteboards) | Allowable | |
| c. Materials | Allowable | |
| d. Shipping cost, if purchased out of the foreign country | Allowable | |
| e. Duty or customs fees, if purchased out of the foreign country | Generally Not Allowed | |

This Webinar is being recorded.

29

Checklist for Budgeting Costs to Support International Activities

| 7. Procurement | | |
|--|--------------------------------------|--|
| a. Shipping cost to foreign location for purchased item | Allowable | |
| b. Duty or customs fees | Generally Not Allowed | |
| c. VAT (Value Added Tax) on purchases made in foreign locations | Not Allowed (NIH) | |
| d. Expediter fees to facilitate entry of purchased item (e.g., scientific equipment) into foreign location | Allowable | |
| e. Storage fees at port of entry | Allowable | |
| 8. Equipment | | |
| a. Fuel to run equipment (e.g., gas) | Allowable | |
| b. Alterations and/or renovations to work space to accommodate equipment | Allowable-May Require Prior Approval | |
| c. Alarm system to signal equipment malfunction or loss of electricity (e.g., alarm for a freezer) | Allowable | |

This Webinar is being recorded.

30

Checklist for Budgeting Administrative Costs and Fees to Support International Activities

| 9. Vehicles | | |
|--|-----------------------|--|
| a. Vehicle purchase | Sponsor Approval | |
| b. Tax and registration fee | If Purchase Approved | |
| c. Customs or duty fees, if purchased outside of foreign location | Generally not Allowed | |
| d. Vehicle maintenance | Allowable | |
| e. Fuel and oil | Allowable | |
| f. Replacement tires, if traveling primarily outside of main cities | Allowable | |
| g. Parking or storage fee | Allowable | |
| h. In-country vehicle insurance (Note: Vehicle insurance is a UW requirement if it isn't required by the foreign government) | Allowable | |

This Webinar is being recorded.

31

Checklist for Budgeting Administrative Costs and Fees to Support International Activities

| 10. Services | | |
|---|-----------------------------------|--|
| a. Photocopying | Allowable – Special circumstances | |
| b. Faxing | Allowable – Special circumstances | |
| c. Mailing costs (e.g., Fedex) | Allowable – Special circumstances | |
| 11. Safety & Security | | |
| a. Insurance for exclusions in UW's SOS travel assistance policy | Not Allowed | |
| b. SOS security evacuation from a country with an "extreme risk" rating (this evacuation is excluded as part of UW program) | Allowable with Sponsor Approval | |

32

Checklist for Budgeting Administrative Costs and Fees to Support International Activities

| 12. Insurance | | |
|--|--|--|
| a. In-country health insurance to supplement UW employee's state-side plan | Allowable if required for all UW employees | |
| b. Mandatory UW international health insurance for undergrad or grad student affiliated with the international project | Allowable | |
| c. Property insurance to cover lost, damaged or stolen UW property used abroad | Allowable | |
| d. Potential in-country insurance requirements for equipment, property, worker's compensation, auto, general disability, health insurance and professional malpractice | Allowable | |
| e. Theft insurance, if handling large amounts of cash | Allowable- with Sponsor Approval | |

33

Checklist for Budgeting Administrative Costs and Fees to Support International Activities

| 13. Foreign Human Subjects Review | | |
|---|---------------------------------------|--|
| a. Costs associated with human subjects review at foreign location | Foreign Sub-awardee Costs Not Allowed | |
| 14. Gratuities | | |
| a. Tips and gratuities | Not Allowed | |
| b. Honoraria | Allowable | |
| 15. Additional Considerations | | |
| a. If paying in a foreign currency, budget should have some allowance for currency fluctuations | Should be Built into the Budget | |
| b. Contingency fund to cover unexpected/unplanned necessary expenses | Contributions to the Fund-Not Allowed | |

This Webinar is being recorded.

34

Checklist for Budgeting Administrative Costs and Fees to Support International Activities

**FOR INTERNATIONAL ACTIVITY THAT WILL TAKE PLACE FOR A CONTINUOUS
PERIOD OF SIX MONTHS OR LONGER AT A FOREIGN SITE**

| 16. Benefits for UW Employees Relocated to Foreign Site | | |
|---|-------------------|--|
| a. Housing allowance | Include in Budget | |
| b. Household moving cost | Include in Budget | |
| c. School tuition for dependent children | Include in Budget | |
| d. First 30 days in-country may require hotel and per diem for each family member | Include in Budget | |
| e. Return trip to US for personal purposes | Include in Budget | |
| f. Repatriation costs (i.e., moving costs back to home location) | Include in Budget | |
| g. Allowance for tax advice | Sponsor Approval | |

This Webinar is being recorded.

35

Checklist for Budgeting Costs to Support International Activities

**FOR INTERNATIONAL ACTIVITY THAT WILL TAKE PLACE FOR A CONTINUOUS
PERIOD OF SIX MONTHS OR LONGER AT A FOREIGN SITE**

| 17. In-Country Legal Services | | |
|---|-------------|--|
| a. In-country legal consultation regarding the need for legal registration of the activity | Not Allowed | |
| b. Cost of legal registration, if it is determined the activity requires registration | Not Allowed | |
| c. On-going consultation with in-country legal services regarding operational issues (e.g., HR issues, contract review, work permits) | Allowable | |

This Webinar is being recorded.

36

Checklist for Budgeting Costs to Support International Activities

FOR INTERNATIONAL ACTIVITY THAT WILL TAKE PLACE FOR A CONTINUOUS PERIOD OF SIX MONTHS OR LONGER AT A FOREIGN SITE

| 18. Human Resources Staffing | | |
|--|-------------|--|
| a. If hiring local citizens through in-country HR vendor, charge from agency for staff | Allowable | |
| b. If hiring local citizens through in-country HR vendor, additional agency fee | Not Allowed | |
| c. If hiring local citizens directly through UW registered entity (e.g., UW Kenya), staff salary | Allowable | |
| d. If hiring local citizens directly through UW registered entity (e.g., UW Kenya), in-country benefits | Allowable | |
| e. If hiring local citizens directly through UW registered entity (e.g., UW Kenya), employment and social taxes for local citizens | Allowable | |

This Webinar is being recorded.

37

Checklist for Budgeting Costs to Support International Activities

FOR INTERNATIONAL ACTIVITY THAT WILL TAKE PLACE FOR A CONTINUOUS PERIOD OF SIX MONTHS OR LONGER AT A FOREIGN SITE

| 19. Facilities (e.g., office, lab) | | |
|---|------------------|--|
| a. Rent | Allowable | |
| b. Utilities (e.g., lights, water, garbage) | Allowable | |
| c. Cleaning fee | Allowable | |
| d. Grounds maintenance | Allowable | |
| e. Furniture | Sponsor Approval | |
| f. Back-up generator | Sponsor Approval | |
| g. Safe to store cash | Sponsor Approval | |
| h. Local sentry, guard, alarm system and/or night watch security services | Allowable | |
| i. Potential building and equipment enhancements such as bars on windows, smoke alarms, dead bolts, and safe and computers mounted to desks | Allowable | |
| j. Facility renovations | Sponsor Approval | |

This Webinar is being recorded.

38

Checklist for Budgeting Costs to Support International Activities

FOR INTERNATIONAL ACTIVITY THAT WILL TAKE PLACE FOR A CONTINUOUS PERIOD OF SIX MONTHS OR LONGER AT A FOREIGN SITE

| | | |
|---|------------------|--|
| 20. Compliance with In-Country Employment and Social Taxes | | |
| a. In-country employment and social taxes for UW employees | If Required | |
| 21. Business License Fee | | |
| a. Fee for business license for a UW registered entity (e.g., UW Kenya) | Sponsor Approved | |
| 22. Audits | | |
| a. In-country mandatory audits | Allowable | |

This Webinar is being recorded.

39

Break #2 - Questions

This Webinar is being recorded.

40

Guidelines for International Relocation Benefits

| International Relocation Benefit | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|--|--|------------------|------------------------------------|
| Pre-Travel Preparation | | | |
| 1. Work permit for UW employee | Department applies for permit and pays fees | NO | YES |
| 2. Visa for UW employee | Department applies for visa and pays fees | NO | YES, for new hires ¹ |
| 3. Pre-travel health consultation for UW employee | Reimbursed with a receipt | NO | YES |
| 4. Required immunizations for UW employee | Reimbursed with a receipt | NO | YES |
| 5. Required medications for travel to foreign site for UW employee | Reimbursed with a receipt | NO | YES |
| 6. Malaria prevention supplies for UW employee | Reimbursed with a receipt | NO | YES |

41

Guidelines for International Relocation Benefits

| International Relocation Benefit | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|--|--|------------------|---|
| Pre-Travel Preparation | | | |
| 7. Visas for UW employee's family | Reimbursed with a receipt | YES | Requires explicit sponsor approval prior to submission ² |
| 8. Pre-travel health consultation for UW employee's family | Reimbursed with a receipt | YES | Requires explicit sponsor approval prior to submission ² |
| 9. Required immunizations for UW employee's family | Reimbursed with a receipt | YES | Requires explicit sponsor approval prior to submission ² |
| 10. Required medications for travel to foreign site for UW employee's family | Reimbursed with a receipt | YES | Requires explicit sponsor approval prior to submission ² |
| 11. Malaria prevention supplies for UW employee's family | Reimbursed with a receipt | YES | Requires explicit sponsor approval prior to submission ² |
| 12. Tax advice with an external consultant selected by employee, up to \$500 | Reimbursed with a receipt | YES | NO |

42

Guidelines for International Relocation Benefits

| Managing Household Property | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|---|--|------------------|------------------------------------|
| 13. Storage at home of record, up to \$120 a month, for the duration of the foreign assignment | Pay through UW Payroll as an "APF" earn type | YES | YES |
| 14. Assistance with moving expenses up to the following amounts to a post abroad: Employee \$5,000 Employee + 1 \$6,500 Employee + 2 \$8,000 Employee + 3 \$9,500 <i>There are three options:</i> | | | |
| a. Shipping costs are prepaid through the UW contract up to the stated amount above | Department works with UW Purchasing to open a PO | NO | YES |
| b. Reimbursement with receipts up to the stated amount above | Reimbursed with a receipt | NO | YES |
| c. Lump sum payment up to the stated amount above | Paid by UW check to employee in advance | YES | YES |

43

Guidelines for International Relocation Benefits

| Arrival at Post | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|---|--|---|------------------------------------|
| 15. Economy-class airfare for employee from employee's home of record to UW foreign post of employment | Department purchases the ticket | NO | YES |
| 16. Economy-class airfare for employee's family from employee's home of record to UW foreign post of employment | Department purchases the ticket | NO | YES |
| 17. Temporary lodging up to US Government rate for the foreign location—up to 30 calendar days upon arrival onsite | Reimbursed with receipts | YES (1 st night is not taxable) | YES |
| 18. Per diem up to US Government rate for the foreign location—up to 30 calendar days | Reimbursed with receipts | YES | YES |
| 19. Up to 40 hours paid leave to obtain housing, evaluate schools and settle in | (No Additional cost) | Reg. salary | Yes |

44

Guidelines for International Relocation Benefits

| Housing & Utilities Supplement | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|---|--|------------------|---|
| 20. Housing supplement pegged to a price range for rent, as determined by an independent third-party selected by the UW | Pay through UW Payroll as an "APF" earn type | YES | Requires explicit sponsor approval prior to submission ² |
| 21. Utilities supplement-average costs for utilities for employee's family as reported by an independent third-party selected by the UW | Pay through UW Payroll as an "APF" earn type | YES | Requires explicit sponsor approval prior to submission ² |

45

Guidelines for International Relocation Benefits

| Host Country Health Insurance | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|---|---|------------------|---|
| 22. In addition to the health benefits provided by the UW, the cost of premiums for host country health insurance, if available | Dept. should consult with UW HR & Benefits Offices about how to buy host country health insurance | NO | Requires explicit sponsor approval prior to submission ² |
| K-12 Education | | | |
| 23. Actual costs for tuition, books required fees and uniforms up to \$15,000 per child per year, not to exceed US Department of State standards for the location. Maximum family benefit is \$30,000 annually. | Employee's department should make the payments directly to the school through a wire transfer | YES | Requires explicit sponsor approval prior to submission ² |

46

Guidelines for International Relocation Benefits

| Home Leave (Annually after 12 months) | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|--|--|---------------------|---|
| 24. Home leave for employee--After first 12 months at post, economy roundtrip for employee to home of record, or equivalent costs to another destination. | Department purchases the ticket | YES | Requires explicit sponsor approval prior to submission ² |
| 25. Home leave for family--After first 12 months at post, economy roundtrip for employee's family to home of record, or equivalent costs to another destination. | Department purchases the ticket | YES | Requires explicit sponsor approval prior to submission ² |

47

Guidelines for International Relocation Benefits

| Emergencies | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? |
|--|--|---------------------|---------------------------------------|
| 26. Up to \$5,000 per household per year to cover costs of roundtrip economy airfare to employee's home of record (or equivalent) to attend to acute health crisis or death in employee's immediate family (immediate family as defined by the UW) | Department purchases the ticket | YES | YES |
| 27. Evacuation assistance for the employee and family to the nearest suitable destination for safety or medical treatment. | Paid benefit by the UW | | |
| Repatriation | | | |
| 28. Economy class airfare for employee to employee's home of record at the end of the posting | Department purchases the ticket | NO | YES |
| 29. Economy class airfare for employee's family to employee's home of record at the end of the posting | Department purchases the ticket | NO | YES |

48

Guidelines for International Relocation Benefits

| Repatriation | Recommended Method for Administering the Benefit | Taxable Benefit? | Allowable Charge to Federal Grant? | | | | | | | | |
|---|--|------------------|------------------------------------|---------|--------------|---------|--------------|---------|--|--|--|
| <p>30. Assistance with moving expenses up to the following amounts to the employee's home of record:</p> <table> <tr> <td>Employee</td> <td>\$5,000</td> </tr> <tr> <td>Employee + 1</td> <td>\$6,500</td> </tr> <tr> <td>Employee + 2</td> <td>\$8,000</td> </tr> <tr> <td>Employee + 3</td> <td>\$9,500</td> </tr> </table> <p><i>There are three options:</i></p> | Employee | \$5,000 | Employee + 1 | \$6,500 | Employee + 2 | \$8,000 | Employee + 3 | \$9,500 | | | |
| Employee | \$5,000 | | | | | | | | | | |
| Employee + 1 | \$6,500 | | | | | | | | | | |
| Employee + 2 | \$8,000 | | | | | | | | | | |
| Employee + 3 | \$9,500 | | | | | | | | | | |
| a. Shipping costs are prepaid through the UW contract up to the stated amount | Department works with UW Purchasing to open a PO | NO | YES | | | | | | | | |
| b. Reimbursement with receipts up to the stated amount | Reimbursed with a receipt | NO | YES | | | | | | | | |
| c. Lump sum payment up to the stated amount | Paid by UW check to employee | YES | YES | | | | | | | | |

49

Final Comments

- Each situation may have unique circumstances that may add to or take away from this list.
- Don't be afraid to ask.
- Expect the unexpected.
- The safety and well being of your employees and their families is the most important thing to keep in mind.

This Webinar is being recorded.

50

Resources

- **International Resource Center (IRC) site at <http://irc.nacubo.org>**
 - The site provides a broad range of information on a number of important topics that we all deal with including cash management, finance, HR, legal, reporting and compliance, and risk management. The site also features profiles of 30 countries that contain key information about doing business there.
- **University of Washington, Global Operations Support at <http://f2.washington.edu/fm/globalsupport/>**
 - The site provides a broad range of information and resources not only for research projects but also for students programs.

This Webinar is being recorded.

51

SRA Thanks InfoEd for their continued support of SRA's educational programming!



www.infoedglobal.com

Visit the InfoEd Global booth at the 2013 SRA Annual Meeting!

October 26 – 30

Sheraton New Orleans

www.sra2013nola.org

This Webinar is being recorded.

52

Final Questions?

This Webinar is being recorded.

53

Thank you!

Presentation:

Ted Mordhorst

Assistant Director Post Award Financial Compliance
University of Washington

tedm2@uw.edu

SRA International:

Rebecca Vandall

Director of New Programs and Strategic Partnerships

Email: rvandall@srainternational.org

Phone: 703-741-0135



This Webinar is being recorded.

54