

JV Tips

- Timely – reconcile each month. Should submit routine allocation JVs monthly, i.e. cell phone expense and printing
 - ❖ Reduce the amount of large JVs
 - ❖ Reduce the number of exception requests

- Back up Documentation – Must be in order and be complete
 - ❖ Travel – voucher, receipts, and traveler must have effort on the project; know your travelers to ensure use of proper GLs. We need to see the entire travel package.
 - ❖ Salary – labor distribution that shows “for” period and “in” periods for employees
 - ❖ PRD – PRD cover sheet and information sent to AP when PRD was processed
 - ❖ Workshops, conferences, meetings – list of attendees, relationship to project, agenda
 - ❖ Rental & Lease payments – must provide the agreement, receipt of payment and approval from sponsor.
 - ❖ Cell Phone expenses – must provide invoice and policy exception
 - ❖ Invoices are required for all expenses, even for internal services, i.e. Communication fees, PPD job orders, etc...

- Explanation – Why is the JV necessary?
 - ❖ Use JV explanation form and answer the questions thoroughly. If the JV corrects an error, how did the error occur and what steps are in place to prevent this error from happening again?

- Justification – Must be detailed and specific.
 - ❖ The benefit to the project must be clear and relate to scope of work. Indicate to which “scope of Activities” from Article 4 in the contract the expenses relate.

- Entertainment Account
 - ❖ Decorations, gift bags, alcohol

Helpful Hints

- Workshop/Conference: is defined as “Meetings, retreat, seminar, symposium, workshop or event. For a sponsored project, the primary purpose must be to the dissemination of technical information to non-employees and is necessary and reasonable for successful performance under the award. Allowable conference costs may include rental of facilities, costs of meals and refreshments, local transportation and other items incidental to such conference unless restricted by the terms and conditions of the award. Payments to individuals, working lunches or employee meals are not allowable. Discretion and judgment must be exercised in ensuring that the conference costs are appropriate, necessary and managed in a manner to minimize costs to the award.

- Participant Support: is defined as “Direct costs for items such as subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees but not employees in connection with conferences or training projects.
- Participant Other: is defined as “use for additional categories such as gifts, incentives, souvenirs, t-shirts and/or other memorabilia and requires prior approval from the sponsor. Intended for grant use only.
- Honorarium is not allowed on any grant. Payment for services provided need to be accompanied with independent contractor form.
- <http://www.uky.edu/EVPFA/Controller/general.htm> This will provide a complete list of all GLs and definitions to help determine the appropriate category to use when transferring your expenses.
- <http://www.uky.edu/EVPFA/Controller/sponsor.htm> This link is to the Sponsored Project Accounting site. Includes the cost transfer policy, the JV explanation form, and FAQs.