

## Research Council Grant Expenditures

Office Acronyms:           GSRD – Grants and Sponsored Research Development  
                                  HR – Human Resources

### Personnel Costs

- Temporary Help and Non-Students – Complete an Electronic Personnel Action Form (EPAF).
- Graduate and Undergraduate Student Wages – Complete the Student Payment Agreement available on-line at <http://www.winthrop.edu/hr/default.aspx?id=31809> . Obtain Department Chair approval and send the form to HR.

### Supplies and Equipment

- Purchase Requisition – Complete the Purchase Requisition using BANNER On-Line System. Contact the Purchasing Office if you need assistance with this process – Ext. 2143.
- Procurement Card (P-card) Purchases – You may purchase supplies/materials using your department p-card. Advise your p-card liaison of any charges you have made to the card so that they may be allocated correctly to your Research Council grant account.

### Travel

- Faculty/Staff – Complete a Travel Authorization form prior to going on the trip and a Travel Reimbursement Request upon your return. These forms are available on-line at [Accounts Payable](#) and must be submitted to GSRD for approval.
- Student and Non-Winthrop Employee Travel – Complete the Travel Reimbursement Request for expense reimbursement after returning from the trip.

### Other Questions?

- Contact the GSRD office.