

APU External Grant Quick Reference Guide

External Grant Account Code structure - 16 (external grant) – XXXXX (Department code) – XXXXXX (Expenditure code) – PXXXXX (Project number)

<p>Hiring</p> <p><u>Employee</u> <u>Faculty and staff</u> - FAQs for Submitting an Electronic Position Requisition (http://www.apu.edu/live_data/files/107/faq_electronic_position_requisition.pdf)</p> <p><u>Job Description Template</u> (http://www.apu.edu/live_data/files/107/hr_job_description_template.doc)</p> <p><u>Student</u> Student Employment Requisition Form (online form) https://www.hellosign.com/s/1876dcc0</p> <p>**Usually less than 20 hours a week. International students cannot work more than 20 hours a week except summer break and winter break.</p>	<p>Paying individuals for service to APU</p> <p>Step 1: download Engaging Individuals for Service to the University (http://www.apu.edu/live_data/files/107/service_guidelines.pdf)</p> <p>Step 2:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Non-APU employee</u></p> <ul style="list-style-type: none"> - <u>Contractor/Consultant</u> (Independent Contractor Determination Worksheet) (http://www.apu.edu/live_data/files/107/independent_contractor_determination.pdf) - <u>Temporary Employee</u> (Temporary Position Requisition Form) (http://www.apu.edu/live_data/files/107/temporary_staff_extension_request.pdf) - <u>Honorarium Payment Request Form</u> (http://www.apu.edu/live_data/files/107/honorarium_payment_request.pdf) </td> <td style="vertical-align: top;"> <p><u>APU employee</u></p> <ul style="list-style-type: none"> - <u>Extra Services Payment Request Form</u> Access online form through home.apu.edu/ HR Total Access. Click on “Add New Request” under Service Request System - <u>Cost Center Change Request Form</u> (http://www.apu.edu/live_data/files/107/hr_cost_center_request_change_form.pdf) - <u>Change Request Form</u> (http://www.apu.edu/live_data/files/107/hr_change_request_form.pdf) - <u>Promotion/Salary Increase Request Form</u> (http://www.apu.edu/live_data/files/107/hr_salary_increase_request.pdf) - <u>Temporary Staff Extension Request Form</u> (http://www.apu.edu/live_data/files/107/temporary_staff_extension_request.pdf) - <u>Buyout transfer</u>, contact Jody Wong </td> </tr> </table>	<p><u>Non-APU employee</u></p> <ul style="list-style-type: none"> - <u>Contractor/Consultant</u> (Independent Contractor Determination Worksheet) (http://www.apu.edu/live_data/files/107/independent_contractor_determination.pdf) - <u>Temporary Employee</u> (Temporary Position Requisition Form) (http://www.apu.edu/live_data/files/107/temporary_staff_extension_request.pdf) - <u>Honorarium Payment Request Form</u> (http://www.apu.edu/live_data/files/107/honorarium_payment_request.pdf) 	<p><u>APU employee</u></p> <ul style="list-style-type: none"> - <u>Extra Services Payment Request Form</u> Access online form through home.apu.edu/ HR Total Access. Click on “Add New Request” under Service Request System - <u>Cost Center Change Request Form</u> (http://www.apu.edu/live_data/files/107/hr_cost_center_request_change_form.pdf) - <u>Change Request Form</u> (http://www.apu.edu/live_data/files/107/hr_change_request_form.pdf) - <u>Promotion/Salary Increase Request Form</u> (http://www.apu.edu/live_data/files/107/hr_salary_increase_request.pdf) - <u>Temporary Staff Extension Request Form</u> (http://www.apu.edu/live_data/files/107/temporary_staff_extension_request.pdf) - <u>Buyout transfer</u>, contact Jody Wong
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Contact

Office	Name	Position	Email address	Phone
Human Resources	Terri Drechsler	Assistant Director, Compensation & Benefits	tdrechsler@apu.edu	626-815-4531
Student Employment	Stephanie Martin	Assistant Director of Talent Acquisition	snmartin@apu.edu	626-815-6000 x 4535
Facilities Management	tba	Furniture Manager (Purchasing)		
Business Office	Steven Jenne	Business Systems Manager (Kronos timekeeping)	sjenne@apu.edu	626-815-6000 x 4733
IMT		IMT (Grant electronic equipment purchase)	support@apu.edu	626-815-5050
Business Office	Sharron Robb	Director of Operations (Payroll)	srobb@apu.edu	626-815-6000 x 4701
GS Financial Center	Erika Ramirez	Director of Grad. & Prof. Student Fin. Services	eramirez@apu.edu	626-815-6000 x 4548
Acad. & Fin. Services	Stephen Fahey	Director of Undergraduate Financial Aid	sfahey@apu.edu	626-815-6000 x 3332

APU Grant Handbook: http://www.apu.edu/live_data/files/337/grants_handbook.pdf

Handling Grant Expenses

<p>Allowable costs must be R-A-L-A-U.</p> <p>Reasonable - Reasonable costs are typically judged by what a “prudent person” would do given the circumstances when the decision was made.</p> <p>Allocable - Allocable means the costs are consistent with the relative benefit received by the program.</p> <p>Limitations - Know the budget. Check with the Principle Investigator or Program Director (PI/PD)</p> <p>Adequate Documentation - Costs must be adequately documented to be allowable. Without adequate documentation, the spending could be disallowed and the grant recipient may have to pay back the money.</p> <p>Uniformly Applied - requires the grant recipient to demonstrate that policies are applied uniformly to all activities, not just Federal awards.</p>	<p>Using the most descriptive expenditure code</p> <p>PeopleSoft Expense Account List (http://www.apu.edu/live_data/files/184/peoplesoft_account_listing.pdf)</p> <table border="1"> <thead> <tr> <th>Commonly Used Expenses Category</th> <th>Expense Code</th> <th>Commonly Used Expenses Category</th> <th>Expense Code</th> </tr> </thead> <tbody> <tr> <td>Supplies</td> <td>531xxx</td> <td>Consultant/Contractors</td> <td>535100</td> </tr> <tr> <td>Equipment</td> <td>532xxx</td> <td>Subject Payment/ Other Services</td> <td>535350</td> </tr> <tr> <td>Travel - Airfare</td> <td>533110</td> <td>Postage</td> <td>539100</td> </tr> <tr> <td>Travel – Hotels and Lodging</td> <td>533120</td> <td>Book Purchases</td> <td>541100</td> </tr> <tr> <td>Travel –Car Rental</td> <td>533130</td> <td>Telephone Expenses (Cell phones)</td> <td>554500</td> </tr> <tr> <td>Travel- Meal</td> <td>533300</td> <td>Office Furniture</td> <td>556100</td> </tr> <tr> <td>Travel – Conference Fee</td> <td>533400</td> <td>Legal Fee</td> <td>559700</td> </tr> <tr> <td>Travel - Mileage</td> <td>533500</td> <td>Scholarships (Undergraduate)</td> <td>581170</td> </tr> <tr> <td>Travel - Seminars</td> <td>553410</td> <td>Scholarships (Graduate)</td> <td>586030</td> </tr> <tr> <td>Travel – Faculty/Staff Improvement</td> <td>533420</td> <td>Grant Subcontract – Include IDC</td> <td>535300</td> </tr> <tr> <td>Banquet Service</td> <td>533310</td> <td>Grant Subcontract – Exempt IDC</td> <td>535310</td> </tr> </tbody> </table> <p>Additional Forms IDC = Indirect Cost</p> <p><u>Actual Expense Transfer Request Form</u> (http://www.apu.edu/live_data/files/184/correction_form.pdf)</p> <p><u>Check Request</u>...(http://www.apu.edu/live_data/files/184/check_request.pdf)</p> <p><u>Wire Request/Budget Authorization Form</u> (http://www.apu.edu/live_data/files/184/wire_request_form.pdf)</p> <p><u>Expense Reimbursement Form 2018</u> (Excel) (https://www.apu.edu/live_data/files/184/expense_reimbursement_form_2018.xls)</p> <p><u>International Expense Reimbursement Form 2018</u> (Excel) (https://www.apu.edu/live_data/files/184/international_expense_reimbursement_form_2018.xls)</p> <p><u>Mobile Device Allowance Request Form</u> (http://www.apu.edu/live_data/files/184/mobile_device_allowance_request_form.pdf)</p>	Commonly Used Expenses Category	Expense Code	Commonly Used Expenses Category	Expense Code	Supplies	531xxx	Consultant/Contractors	535100	Equipment	532xxx	Subject Payment/ Other Services	535350	Travel - Airfare	533110	Postage	539100	Travel – Hotels and Lodging	533120	Book Purchases	541100	Travel –Car Rental	533130	Telephone Expenses (Cell phones)	554500	Travel- Meal	533300	Office Furniture	556100	Travel – Conference Fee	533400	Legal Fee	559700	Travel - Mileage	533500	Scholarships (Undergraduate)	581170	Travel - Seminars	553410	Scholarships (Graduate)	586030	Travel – Faculty/Staff Improvement	533420	Grant Subcontract – Include IDC	535300	Banquet Service	533310	Grant Subcontract – Exempt IDC	535310
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Handling Sponsor Incoming Checks Send the check to the Business Office, Attn: the Grant Accountant.

Contact

Office	Name	Position	Email address	Phone
Business Office	Carlos Beltran	Assistant Director, Finance	cbeltran@apu.edu	626-815-6000 x 4739
Research and Grants	Jody Wong	Director of Grants Management	jwwong@apu.edu	626-387-5820
Business Office	Deric Gomic	Grant Accounting Manager	grantaccountant@apu.edu	626-815-6000 x 4746
Business Office	Judith Benjamin	Auditing Services/Compliance Manager	jbenjamin@apu.edu	626-815-6000 x 4738

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