



CHSS Procedures for Direct Expenditures on Sponsored Research Quick Table Guide

When processing the following direct expenses on externally sponsored research please process as noted in the table below.

Type of DE Payment Request	Processing Method	Send To:	Order Title/Email Subject Line
Tuition Grant	Workflow	Workflow – include jcohen9 or oshchepi as approver	TGA_student name_2020xx
eVA purchase order	eVA	eVA	PO Title: Fund#_Order Description
Travel	TRS	Workflow	
Petty Cash Request (New account or Change account)	https://fiscal.gmu.edu/wp-content/uploads/2014/01/PettyCashRequestFormJan2014.pdf	Email: chsrsch@gmu.edu	Subject: Fund#_PI Name_Petty Cash
Honorarium Payment Request	https://fiscal.gmu.edu/wp-content/uploads/2016/03/HonorariumPaymentRequest_March-2016.pdf	Email: chsrsch@gmu.edu	Subject: Fund#_PI Name_Honorarium
Externally Funded Fellowship	https://fiscal.gmu.edu/wp-content/uploads/2014/01/Externally-Funded-Fellowship-Payment-Form.pdf	Email: chsrsch@gmu.edu	Subject: Fund#_PI Name_Fellowship
Participant Support Allowance Payment	https://fiscal.gmu.edu/wp-content/uploads/2014/01/ParticipantSupportAllowancePaymentJan2014.pdf	Email: chsrsch@gmu.edu	Subject: Fund#_PI Name_Participant Support Allowance
Payment Request	https://fiscal.gmu.edu/wp-content/uploads/2013/09/PaymentRequest.pdf	Email: chsrsch@gmu.edu	Subject: Fund#_PI Name_Payment Request
Food and Beverage	Sodexo online or https://fiscal.gmu.edu/wp-content/uploads/2019/01/FoodBevAuthorizationPaymentForm.pdf	Email: ssteppe@gmu.edu	Subject: Fund#_PI Name_Food and Beverage
Journal Voucher	Appropriate Journal Voucher form (single/multiple; Federal or Non-Federal)	Email: chsrsch@gmu.edu	Subject: Fund#_PI_JV
Subject Gift Cards	PCard purchase – only authorized at Dean’s office requested for ALL Funds and Orgs	Email: chsrsch@gmu.edu	Subject: Fund/Org_PI_PCard Human Subjects Gift Card Request