

Trinity College
Grant Expenditure and Reporting Policy and Procedures
May 19, 2020

Unique project numbers are created for each award. Expenses are tracked in Peoplesoft Financials Report Manager using the specific project number. The Principal Investigator and the Director of Academic Finance receive access to view activity in PS Report Manager. The activity is reported using Peoplesoft account codes such as faculty salaries, office supplies, equipment, airfare. The reports include expenses sorted and subtotaled by each account code, and provide a project balance, indicating the available balance. Support for expenses may be viewed by “drilling down” on the specific expense to view the documentation – for example, Accounts Payable voucher image, from Trinity’s image scanning system. Project activity and project balance are updated daily; PIs and the Director of Academic Finance may access on line details and balances. Questions related to budgets and related expenditures should be directed to the Associate Comptroller.

Accounting Services staff also creates a customized excel spreadsheet for the Principal Investigators, sorting activity using the budget categories outlined in the award budget. This is to provide more specific information – for example, sorting faculty salaries between “PI” and “Other Personnel” budget lines, based on the names of the faculty paid. The reports are reviewed by the Associate Comptroller, and the balances are tied to the project balance on the Peoplesoft Restricted Fund Trial Balance before they are sent to PIs.

Principal Investigators receive invoices from vendors for supplies purchased, or services rendered. The PI should sign to approve the invoice, list the Peoplesoft Financials project to be charged (assuming to be charged to PI’s award), and forward the invoice to the Director of Academic Finance. The Director of Academic Finance will sign the invoice to approve, and forward to Accounts Payable for processing. Travel or other expense reimbursements for PIs should be prepared using Trinity College Check Request or Travel Expense Reimbursement forms. The PI should complete and sign to request reimbursement, list the Peoplesoft Financials project to be charged (assuming to be charged to the PI’s award) and forward to the Director of Academic Finance for approval. The Director of Academic Finance will sign the invoice to approve, and forward to Accounts Payable for processing. The check request and travel expense reimbursement forms are available on the Accounting Services site – Accounts Payable – Forms. Documentation required for payments requests is provided in Accounts Payable – Policies and Procedures. Questions should be directed to Accounts Payable staff – Accounts Payable – Contacts.

The Associate Comptroller is responsible for preparing grant expenditure reports, and requests for payment from funding agency. These reports and payment requests are reviewed, approved, and certified by the Assistant Vice President for Finance. Posting of payments received is completed by the Staff Accountant, who records the bank deposits and cash receipts. All cash receipts are reviewed and approved by the Assistant Vice President for Finance.