

Payroll Cost Transfer Attachment Form

1. Why was the payroll expense charged to the original funding source?
2. How does this charge benefit the receiving project? Or why is it being moved off the award?

***Answer only if correction is older than 90 days from the original charge date:**

3. Why is the cost transfer being requested more than 90 days after the original date of the charge?
4. What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future?