CAMPUS AS A LIVING LAB

EXPENSE REPORTING

Grant recipients must submit receipts and a report on spending for reimbursement on InfoReady one week before the end of each fiscal quarter:

- Q1: 9/23/24
- Q2: 12/16/24
- Q3: 3/24/25
- Q4: 6/23/25

Expense Reports:

Upload a spreadsheet of expenditures with the file name "Last Name _Account Number". Work with the financial staff in your department to request a year-to-date expenses report spreadsheet for your project IO or Cost Center from SAP, called a "Non-Sponsored - YTD Transactional Detail" with the following fields:

- Funded Program (key and text)
- Commitment Item (key and text)
- Posting Date
- Doc Nbr
- Long Desc.
- Vendor (key and text)
- CO Header Text

Receipts:

A combined PDF of all receipts related to the grant expenditures must be submitted each quarter.

Allowed Expenses:

All items not related to the grant project should be removed from expense reports. All expenses should align with the project description, proposed budget, and university policies such as Business Expenses, Travel Expenses, and Gifts to Employees. Please note JHU's tax exception policy and that taxes cannot be reimbursed if the policy is not followed. All purchases must be made and reported by mid-June for the fiscal year.

sustainability.jhu.edu/livinglab