

Oklahoma State University Policy and Procedures

PAYMENTS FOR STIPENDS, TRAVEL, DEPENDENCY ALLOWANCE OR OTHER PARTICIPATING COSTS ON GRANT OR CONTRACT FUNDED TRAINING PROGRAMS

3-0255 BUSINESS & FINANCE February 1986
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POLICY

1.01 Payment for stipends, travel, dependency allowance, or other participant costs, such as books, supplies, and living allowances, shall be paid in accordance with the sponsor's contractual agreement.

PROCEDURES

2.01 The director of each grant program is responsible for the preparation of the "Certification of Allowances for Stipend, Travel and Dependents" (Exhibit A) in sufficient copies to accommodate the listing of the participants to be paid. This is attached to appropriate requisition. A supply of these forms may be obtained from the University Accounting Department of the Comptroller's Office.

2.02 The director of each grant program shall be responsible for the certification of the accuracy of the completed "certificate." Amounts paid shall be in conformity with the sponsor's contractual agreement.

2.03 Travel reimbursements or allowances for travel may be included on the same "certificate" drawn for payment of stipends, dependency allowance, or other participant costs. Travel payments may be paid on a separate certificate and requisition. In either instance, the grant director must secure documentation, Exhibit B (forms available in GCFA Office), to support the travel. Exhibit B, when signed by all the participants, is to be retained in the appropriate research office, with a copy forwarded simultaneously to the Office of Grants and Contracts Financial Administration.

2.04 Grant directors are encouraged to initiate and submit requests for payment far enough in advance to permit the requisition to clear the business office processing channels in time for the participant checks to be available on the date needed. Generally, requisitions submitted 10 working days in advance of the date checks are needed will provide sufficient processing time.

Effective: November 1, 1974
Revised: July 1982, February 1986