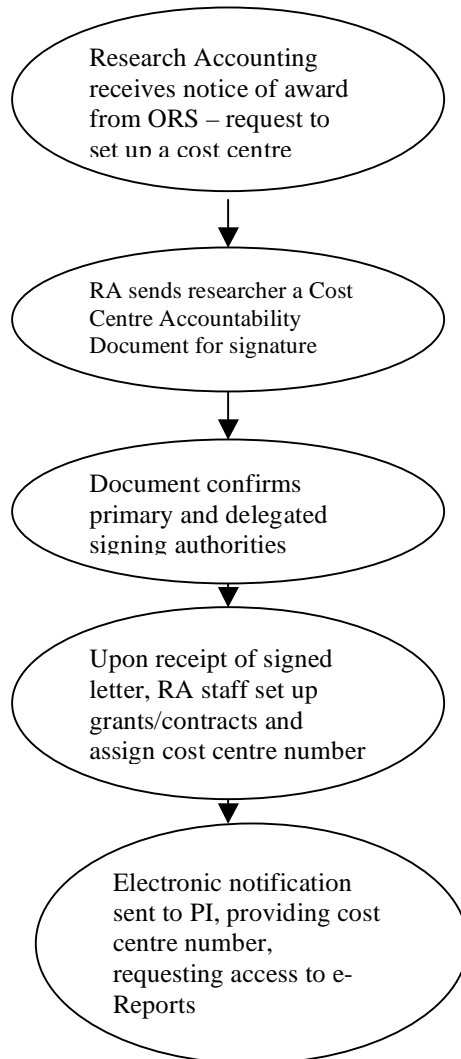


## Fact Sheet – Research Accounting

### 1) Setting up a research account – Flowchart



### 2) Support provided by Research Accounting

- Liaise with agencies to clarify and resolve issues
- Prepare all financial reports/analysis for PI's review and submit to agency
- Clarify to PI and Admin staff York's and Granting agencies' spending guidelines

### 3) Professional Expense Reimbursement (PER)

- The PER cost centre range is 493000-497999
- All Faculty receive a PER allocation annually as per YUFA agreement
- Allocation is for professional development and for research related expenses

## Fact Sheet Research Accounting

- In order to retain the non-taxable status of this allocation, PER spending guidelines must be followed (guidelines are attached/in this binder or can be found at: [http://www.yorku.ca/finance/documents/Research\\_%20Accounting.pdf](http://www.yorku.ca/finance/documents/Research_%20Accounting.pdf)). Eligible expenses include, for example, expenditures directly related to research or professional development, books, conferences, mileage, equipment (including computer hardware), software etc. Ineligible expenses include, for example, alcohol (except where part of research endeavours/discussions with external colleagues; provide purpose and names/titles), furnishings, parking at York etc. For a full list and further information please refer to the guidelines.
- Claims for reimbursement require Dean or Chair signature

### 4) Good to know

- A *cost centre* is a trust account identified by a unique number assigned by Research Accounting for each research project. All research project expenses are charge to expense accounts within the cost centre
- The (*Expense*) *account number* uniquely identifies each type of transaction taking place within a cost centre. Individual expense account numbers exist for such items as salaries, equipment, materials, supplies, travel etc.
- Internal grants are classified as fund 400 cost centres (for example minor/start-up grants, PER)