**Expense Decision Tree**

* Is the expense explicitly related to a research project (for example subject fees related to a clinical study or equipment specifically to conduct research)?
	+ If yes, the expense must be charged to that project.
	+ If there are multiple projects on the same research, review the attachments of each project to determine if the item is budgeted and/or allowable
* If the expense is NOT related to specific research
	+ Use an IRNA project if available

**Other items to consider**

 Are there other large purchases in process or outstanding?

* + If so, will the purchase currently being processed have enough money to be funded in the project selected

 Does the purchase fall within the active project dates?

* + Expenses must fall within active project dates

 Does the purchase involve alcohol or gift cards?

* + View project guidelines and Travel and Expense Reimbursement handbook for specific detail?