

Complete the boxes below and send the request to: COHPAResearch@ucf.edu

Budget Transfer Request

Transfer Amount from Category

 \$

Transfer \$ to

- Categories**
- Personnel - Salary
 - Personnel - OPS
 - Expense - Travel
 - Expense - Subcontract
 - Expense - Consultant
 - Expense - Research Supplies
 - Expense - Tuition

Provide a written explanation why this budget transfer is necessary to meet the scope of work?

Complete the boxes below and send the request to: COHPAResearch@ucf.edu

Budget Transfer Request (Example)

Transfer	Amount		Category
	\$ (1,000)	from	Personnel - Salary
Transfer	\$ 1,000	to	Expense - Travel

- Categories**
- Personnel - Salary
 - Personnel - OPS
 - Expense - Travel
 - Expense - Subcontract
 - Expense - Consultant
 - Expense - Research Supplies
 - Expense - Tuition

Provide a written explanation why this budget transfer is necessary to meet the scope of work?

Travel is needed to support mileage reimbursement for Graduate Research Assistants (GRAs) to visit local project sites to gather data.
This budget transfer will not impact the current budget because actual fringe benefit rates are posting less than the estimated rates.