

Quick Tips: Business Justification

➤ Purpose (Justification)

- Must be a **BUSINESS** reason
- Must be fully descriptive and transparent
- Must explain how the expenditure(s) relates to the achievement of the program objectives and outcomes
- If charged to a grant, include how the travel and/or purchase relates to the project research
- At times it is necessary to “justify” individual expenses
- Late Expense (**greater than 60 calendar days from date of travel return**) must include a detailed justification for lateness and authorized signatures
(Department office requires 7 business days for review and release)

➤ Sample Business Justifications

- **NO** – Collaboration @ University of XXXXX
- **YES** – Collaboration @ University of XXXXX with D. John Smith on {description of research work} on November 1, 2025
- **NO** – Conference travel to IEEE
- **YES** – Conference travel to IEEE held in Sydney Australia, November 15-20, 2025. IEEE helps to foster the exchange of research on neural information processing systems in their biological, technological, mathematical, and theoretical aspects. This is the work directly related to the project research on the NSF grant. (Include “role” at conference – presenter, presented paper, etc.)

➤ **NOTE:** Conference agendas **MUST** be included with all reimbursement requests