**Expense Transfer Approval**

**Please copy and paste this form in your email to funding approvers and then attach the reply and any required back-up documentation to your UW Connect Finance ticket request.**

**Preparer:**

**Request Date:**

**Funding Approver/Principal Investigator/Cost Center Manager:**

1. **Were these transactions posted in Workday over 90 days ago? (If they are less than 90 days, please go directly to item 3). ☐Yes ☐ No**
2. **Why were these expenses originally charged on a different fund source?**
3. **Please list description of expenses, Workday work tags that these expenses should be charged to, and provide details regarding dollar (not %) amount breakdowns.**
4. **How do these expenses benefit the funding source now being charged?**
5. **As funding approver, I affirm that the above-described expenses are allowable and appropriate on the funding source being charged. (Approval Response: Yes/ Approved)**