

Quick Guide**Developing a Business Purpose****Definition**

A business purpose is a brief description provided by the requestor explaining the reason for a purchase or reimbursement. It must describe, in layperson's terms, the good or service, its use, and, when using sponsored, federally appropriated, or restricted gift funds, associate it with one of those funding sources.

Examples

The table below provides examples of unacceptable and acceptable business purpose descriptions for different expense types.

UNACCEPTABLE**ACCEPTABLE****Travel**

Travel to Japan	Attend Nanotechnology Symposium in support of NSF facility as approved in award
Conference Registration attend APAB	Conference registration to attend the annual Animal Behavior Protocol needed to keep updated on protocols
Travel to Springfield	4-28 to 5-2-15 Equestrian Springfield MA vs National Show East

Supplies

Supplies	Standard office supplies for departmental use	Departmental funds
Lab Supplies	Reagents for USDA fungus project	Tie materials to a particular project when there is more than one effort in a lab
Electrical Components	Board Fabrication-NSF Equipment Grant	
Notebook	Lab notebook to record results of NOAA rainfall study	Additional description are needed where item is normally be unallowable (e.g. snack food) or indirect (e.g. notebooks, towels). Including information to support the allocation may save time elsewhere.
50 boxes of granola bars	Granola bars to feed mice on cancer project	
Towels for Lab	Paper towels to preserve samples for NSF project	

Service

Service contract	Maintenance contract for analyzer used equally by AFOSR and ONR grants
Flowers	Flower Centerpieces for 4/18/15 Fashion Gala in the Human Ecology Commons and funded by CU Tonight.

Memberships

Membership	Membership for American Microbiology Society to allow presentation of NIH-funded results	Memberships are normally indirect. Can only be charged directly in accordance with policy 3.18.
Membership	Annual Membership for John Doe for American Microbiology Society to allow access to scientific publications	Directly related to the individuals' position or academic discipline

Business Meals

Lunch	Lunch for Prof. Li of MIT, assisting on DOE grant	Meals generally limited to those in travel status.
Dinner with guest speaker	Dinner with guest speaker John Doe to discuss agenda for Cornell's 150 year celebration	

Speaker Fees

Honorarium	Speaker fee for NSF-funded conference per attached letter	Speaker fees should be established up front and documented in the invitation. A pure honorarium -- a token of appreciation that is not
------------	---	--