

UNIVERSITY OF ALASKA SOUTHEAST

Information Manual for Research and Other Sponsored Projects *Updated: October 2007*

GM 13: Journal Vouchers, Labor Reallocations

Journal Vouchers

UAS restricted fund journal vouchers are to be routed to the Budget and Grants Office. Journal vouchers are used for correcting non-personal service charges and credits to accounts and to record the charges and credits for interdepartmental services rendered. Instructions for completing a journal voucher form may be found on the Administrative Services website.

Labor Reallocations

UAS labor reallocations are to be routed to the Budget and Grants Office. Labor reallocations are used for correcting personal service charges. Please refer to the UAS 60 Day Cost Transfer Policy found on the Administrative Services, Budget and Grants website.

Please refer to the 60 Day Cost Transfer Policy on the Administrative Services website.