**Project Alias**

Enter the Project Alias then hit the tab button **BEFORE** you start entering your expenses, to avoid error messages!

---

**Business Purpose**

Project Alias beginning with N, S or Fund 11: Use ‘c. Business and Travel Expenses’.

Project Alias beginning with R: Use ‘b. Research Expenses – Fund 3X’

---

**Reason For Expenses**

Make sure you explain how this expense relates to the project alias being used. Enter travel dates, conference name and as many general details as possible to explain the purpose of the claim and how it relates to the grant being charged.

---

**Grantee Affiliation**

If ‘b Research Expenses – Fund 3X’ is selected, the Grantee Affiliation Field will pop up. Choose your appropriate affiliation to your supervisor.

---

**Project Alias**

Enter the Project Alias then hit the tab button **BEFORE** you start entering your expenses, to avoid error messages!

---

**FINS Cheat Sheet**