

MICHIGAN STATE UNIVERSITY

April 2, 2025

MEMORANDUM

To: Spartan Fan
Spartan Stadium

From: Christine Mossner, Management Analyst
Office of Financial Analysis and Reporting

RE: **Billing Rate Approval for Account DS999999**

The attached billing rate schedule for motivational speaking fees (per hour) has been reviewed and approved by the MSU Office of Financial Reporting and, if funding services for users of the billing rate include federal grants or contracts, by the MSU Office of Contract and Grant Administration. Review and approval include the following users:

- ☒ Off-campus/External (ex: individuals, businesses, external entities)
- ☒ On-campus/Internal (ex: departmental billings)
- ☒ Sponsored Program Accounts (ex: federal/state grants or contracts administered by MSU Office of Contract and Grant Administration in RC##### and RG##### accounts)



Please attach this approval and rate to the e-doc when billing RC and RG accounts.

OFFICE OF THE CONTROLLER

Office of Financial Reporting

Hannah Administration Bldg
426 Auditorium Rd Rm 360
East Lansing, MI
48824

<https://ctrl.msu.edu/financial-reporting>

If these rates are charged to federal grants or contracts, depreciation of capital assets purchased with general or Federal funds and any profit component must not be included in the rates.

If this rate includes a labor and/or fringe benefit component, it is the unit's responsibility to ensure that those labor and fringe benefit costs are funded by the departmental account for which this rate is approved.

University policy (MSU Manual of Business Procedures, Section 6: Service Center Policy) and Federal regulations (2 CFR 200.468 Specialized Service Facilities) require that billing rates are updated every two years, at a minimum. In the event these rates change in the interim, please submit new billing rate information to billing.rates@ctrl.msu.edu.

Please retain substantiation for the calculation of the rates in your department for audit purposes.

If you have questions, please contact the Office of Financial Reporting. Thank you for your assistance in submitting and defining your billing rates.