

MICHIGAN STATE UNIVERSITY

February 7, 2012

MEMORANDUM

To: A. Spartan, Chief Fan
Department of Athletics and Scholarly Endeavors

From: Becca Fedewa, Senior Financial Analyst
Office of Financial and Cost Analysis

RE: Billing Rate Approval for Account DS999999

The attached billing rates for **motivational speaking fees (per hour)** have been reviewed and approved by Financial Analysis and, if users include grants, by Contract and Grant Administration for the following users:

- On-campus/Internal (ex: departmental billings)
- Off-campus/External (ex: individuals, businesses, external entities)
- Grants (ex: federal/state grants administered by 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.

If these rates are charged to University grants, 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 and Federal regulations require that billing rates are updated every 2 years, at a minimum. In the event these rates change in the interim, please submit new billing rate information to my attention in the Office of Financial and Cost Analysis, 394 Administration Building.

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 and Cost Analysis at 517-355-5029. Thank you for your assistance in submitting and defining your billing rates.

cc. DS999999 Account File
Contract and Grant Administration

OFFICE OF THE CONTROLLER

Financial & Cost Analysis

Michigan State University
394 Administration Building
East Lansing, MI
48824-1046

517/355-5029
FAX: 517/353-1706
<http://ctrl.msu.edu/>