



## Quick Reference Guide - University Fee Calculations

Environmental Health & Safety – Environmental Charges - GL 639305  
<https://ehs.uky.edu//objcodes.php>

Procurement Services – Strategic Services Fee – GL 540990  
[https://purchasing.uky.edu/sites/default/files/2023-11/glaccounts\\_0.pdf](https://purchasing.uky.edu/sites/default/files/2023-11/glaccounts_0.pdf)

### Tips:

- Both the Environmental (Waste) Charges and Strategic Services Fees are automatically charged at the end of the month for applicable expenses. When a correction to an expense is processed via JV, the JV should not include any entries for the fees, as these will be accounted for in the monthly fee calculations.
- These fees only apply to the GL accounts listed on the pages referenced above. If allowable on the funding source, travel is a good expense to apply for spending down a balance as these expenses are not subject to the fees.
- When attempting to spend down the current balance of an account, an expense that is subject to one or both fees will need need to be reduced by the cost of the fee(s) in order to avoid overspending the account.

The calculation is:

$$\text{Total amount available} / (\text{Total fee} + 1) = \text{Amount available to allocate to expense}$$

**Current Account Balance**

**\*\*\*Expense GL**

**Applicable Fee(s)**

**Hit enter after selection**

**Total Fee Rate +1**

**Amount Available**

**\*\*\*Check GL account listings to see if the GL is impacted by one or both fees and select the appropriate option in the applicable fee(s) field**