CLINICAL TRIALS – Common Expenses & Contacts by Object Code
Revised February 10, 2023

Patient Care Expenses

Object Code	Sub-Object Title	Description (commonly used)	Contact / Department	Notes
3355	Human Subjects	- Subject ID - One-Time Payee	Study Team	- Trans Ref GL = PO Number (refer to PO for Subject ID/visit details) - Back-Up Doc: "Subject Check Reimbursement Request Form" per Subject
3456	Professional Services	CT IRB Fee	*Office of Research Administration (ORA)* Marybeth Juezan MJuezan@research.ucla.edu	- Current (initial) IRB review rate. Exempt from F&A/overhead.
3456	Professional Services	RSH SVC	*Center for Pathology Research Services (CPRS)* CPRS@mednet.ucla.edu	
3456	Professional Services	CTRC Set Up Fee / Processing Area Fee	*Clinical and Translational Research Center (CTRC)* CTRCServices@mednet.ucla.edu	
3456	Professional Services	CSE[DATE]	*CTSI- CSE* *Justin Akin JAkin@mednet.ucla.edu*	-Source Code: MonthYear, Description: CSE[DATE] or IRB#, Project Code: CSE
3464	Parking Services	Date of Parking & Study ID	Study Team	- Back-Up Doc: Subject Parking Log & original email request from Study Team
3466	Patient Care	CD Media Copies	Study Team	- Back-Up Doc: Copy of CD Request Form
3466	Patient Care (HB charges)	- HR IRB# - BURL Ref Lab - HB CTRC	*Clinical Research Business Partners (CRBP)* UCLAHSCRBP@mednet.ucla.edu	- Source Code = Date (MMDDYY) Report - Back-Up Doc: Study Team approved/finalized RTR HB/PB report
3466	Patient Care (PB charges)	Research Pat Rev	*Clinical Research Business Partners (CRBP)* UCLAHSCRBP@mednet.ucla.edu	-Trans Ref GL = Dept Name - Back-Up Doc: Charge Details (by IRB#)

Object Code	Sub-Object Title	Description	Contact / Department	Back-Up Document Needed & Notes
4440	Departmental Stores and Supplies	- Dry Ice - Liquid Nitrogen	Study Team	- Trans Ref GL = Month Recharged - Back-Up Doc: Copy of recharge card *per order* & log

| 4730 | Pharmaceuticals | Invoice # | *RR UCLA Med Ctr – Pharmaceutical Services*
Christina Shin
CSShin@mednet.ucla.edu | - Back-Up Doc: Itemized "Invoice" |

Patient Care Related/Misc Expenses

Object Code	Sub-Object Title	Description	Contact / Department	Back-Up Document Needed & Notes
3001	Delivery Service	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3rd party expense)
3003	Freight and Shipping	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3rd party expense)
3005	Storage Service	(Vendor/Courier Name- i.e. Iron Mountain)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3rd party expense)
4070	Outgoing Mail Charges	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3rd party expense)

Best Practices & Tips

- Always provide complete study FAU and IRB# in all communications.
- For department expenses (i.e. CPRS, Pharmacy, Parking, etc.), request charge details when monthly recharge PAN notices received.
- Available Log templates:
  - Dry Ice Log
  - Subject Parking Log
- Contact CRBP team (UCLAHSCRBP@mednet.ucla.edu) to be added to weekly Research Transaction Report (RTR) distribution list. However, reconciliation should be based on finalized RTRs approved by Study Team.