

## Examples of Supporting Documentation for Expenses Claimed To Be Kept On File

- Every expense for which you claimed reimbursement must have documentation that substantiates the expense.
  - Supporting documentation does not need to be submitted at the time the organization requests reimbursement for expenses paid related to the contract.
  - *Supporting documentation must be kept on file for a minimum of seven years from the end date of the contract and must be in an organized and easily referenced manner.*
    - Recipient must provide substantiated documents to the extent required in the grant contract, upon demand.
- Expenses claimed must be connected to the Program and necessary to meet the goals and scope of work.
  - No reimbursements of funds will be made in advance of costs or expenses being incurred.
  - Costs or expenses incurred and/or paid prior to the effective date of the contract or after its termination are ineligible for reimbursement.

Yes	N/A	<b>Staff Salaries/Benefits</b>
		Time Summaries/Proof of payment to the employee ( <i>Paystub, copy of check, payroll report or documentation approved by the County</i> ) Documentation provided shall include the following information: <ul style="list-style-type: none"> <li>• Name of staff or employee who was paid</li> <li>• Pay period dates</li> <li>• Pay date</li> <li>• Hours, rate or salary and amount paid</li> <li>• A total of the wages and/or salaries claimed for the reimbursement request period.</li> <li>• Any benefits and payroll taxes claimed.</li> </ul>
Yes	N/A	<b>Mileage Reimbursement</b>
		Mileage Log that includes: <ul style="list-style-type: none"> <li>• Name of the driver</li> <li>• Dates of Travel</li> <li>• To/from locations</li> <li>• Miles traveled</li> <li>• Total mileage cost (mileage multiplied by current IRS rate)</li> </ul>
		Proof of payment <ul style="list-style-type: none"> <li>• Shows date of payment</li> <li>• Amount of payment (<i>payment rate at current IRS Mileage standard</i>)</li> <li>• Who payment is made to</li> </ul>
Yes	N/A	<b>Purchases &amp; Services</b>
		Itemized Receipts or Invoices from vendor that clearly indicates: <ul style="list-style-type: none"> <li>• The good purchased/services provided</li> <li>• Date purchased / dates in which service provided</li> <li>• Amount of expense</li> </ul>
		Proof of payment ( <i>If not already indicated on receipt</i> ) <ul style="list-style-type: none"> <li>• Shows date of payment</li> <li>• Amount of payment</li> <li>• Who payment is made to</li> </ul>
Yes	N/A	<b>Rental (Direct) Assistance</b>
		Documentation Includes <ul style="list-style-type: none"> <li>• Details of client</li> <li>• Amount of assistance</li> <li>• Months in which client assisted</li> </ul>
		Proof of Payment <ul style="list-style-type: none"> <li>• Shows date of payment</li> <li>• Amount of payment</li> <li>• Who payment is made to</li> </ul>

Yes	<b>EHF Contracts ONLY</b>
	<b>General Ledger has been included in RR Packet.</b> <ul style="list-style-type: none"> <li>• General Ledger cost category total matches the reimbursement request cost category total.</li> <li>• Total of each cost category on GL are clearly marked/indicated</li> </ul>