TIME AND EXPENSE SHEET

Instructions: All donations and cash expenditures should be itemized on these sheets. Each person who is involved in the program should complete and sign a separate form. Include dates with each entry. Only expenditures made within the contract period will be reimbursed. To be reimbursed for expenditures, **DOCUMENTATION** is needed to prove the organization has incurred the expense. Forms of documentation required are copies of receipts, invoices and canceled checks.

Organization _____ Name _____ Scope-of-Work Miles or Grant Reimbursement In-kind and/or Cash Date Item Number¹ Description of Donation or Expenditure² **Donation Amount** Hours Rate³ = Amount Х or

NOTES:

¹See Scope-of-Work from contract for Item Numbers.

²Attach receipts, invoices, and copies of canceled checks

for all cash expenditures listed on this page. (Two BIDS are required for items over \$1,000) ³Rate: \$0.53 per mile for travel expenses, \$27.85 per hour for volunteer labor. Only qualified

professionals may count a higher rate. Their rate and gualifications must be justified in writing.

(Transfer these totals to Reimbursement Request Summary Sheet.)

\$

Signature

Totals