

Supporting Fiscal Documentation

This document provides guidance of fiscal documentation to be submitted with the grant reports. In order to approve a payment or process an audit, the pass-through entities and the awarding agency may require additional supporting documentation in addition to the documentation listed below. If the requests for such support are not satisfied in a timely manner or the data is inconsistent, the dollar amount of specific line items may be invoiced back or disallowed.

General Documentation Guidance

All subgrantees should be knowledgeable of 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. It is available at www.eCFR.gov.

All subgrantees should also be knowledgeable of the Department of Justice “Grants Financial Guide”, which can be found at <https://www.ojp.gov/funding/financialguidedojo/overview> by clicking “View PDF Version”.

Every expense that a subgrantee has requested reimbursement for must be supported by adequate documentation showing that the expense:

1. occurred within the grant period,
2. is allowable,
3. is reasonable, and
4. is supported by verification of payment.

Adequate supporting documentation must be attached with each fiscal report that is submitted to NCA requesting reimbursement. All documentation must be legible and properly marked to indicate which specific items reimbursement is being requested for. For organizations with tax-exempt status, documentation of such should be provided when making grant-related expenditures.

The type of supporting documentation that is required to accompany a request for reimbursement depends on what items were approved in the grant application and budget. Any budget variations from the original approved budget need to be reviewed and discussed with the assigned Program Associate prior to expenditure. More detail on this topic is provided below. In addition, the most common examples of documentation that is acceptable for certain budget items is discussed below and attached to this document.

Supporting Documentation Checklist

Grantees are highly encouraged to use the [Supporting Documentation Checklist](#), located on the [Grantee Resource Page](#) under *Financial Reporting Templates*, during Quarterly Report submissions. The document can be used as a checklist reminder to ensure your report attachments are complete and accurate.

Required Attachment 1: Grant Reporting Workbook

The Grant Reporting Workbook (GRW) is an Excel workbook designed to simplify grant budget tracking and financial reports. The GRW contains multiple tabs that pull information from the previous tabs and provide certain automatic calculations. The GRW reflects the grant's budget and has subsequent financial report tabs grantees will use to request payment for expenditures. Grantees must also submit supporting fiscal documentation with the GRW.

Grant Reporting Workbook

IMPORTANT: Please make sure you are using the most recently approved Grant Reporting Workbook sent to you by your PA when you are working on your report. Grant Reporting Workbook must be completed in Microsoft Excel.

Refer to the tabs at the bottom of the grant reporting workbook and complete the appropriate one for the current reporting period.

Only the gray cells within the worksheet need to be completed. The remaining cells will auto-populate based on your input.

Save the workbook with the following naming convention "GRANT NUMBER Report 1" For example: WASH-DC-TEST00_Report 1

All financial report submissions include a certification, which must be completed by the authorized agency representative who signed the Cooperative Agreement (official who is authorized to legally bind the recipient).

Required Attachment 2: General Ledger Report

All subgrantees are required to submit a detailed general ledger report from their accounting system as backup documentation for expenses. The report must be a system-generated PDF export with no alterations, showing only the NCA grant-related transactions.


General Ledger Report

Reporting Timeframe: Please ensure that your general ledger report is **cumulative from the start of the grant award period** through the end of the current reporting period (e.g. Report 1 (January 1 – March 31); Report 2 (January 1 – June 30); Report 3 (January 1 – September 30); Report 4 (January 1 – December 31)).

**Two reports may be submitted if your organization's fiscal year ends prior to December 31.*

The detailed general ledger report must include:

- the account number and source of funds;
- payments received;
- the date each expense was paid;
- a description of each expense;
- the amount paid; and
- either a check number, ACH/EFT identification number, or other source document reference number.

 *Ensure that your general ledger supports expenditures requested for reimbursement*



A sample ledger that is sufficient to illustrate proof of payment can be viewed in the appendices.

Note: General Ledger submission does not satisfy the proof of payment requirement on its own.

Required Attachment 3: Proof of Expense

This section includes the minimum required documentation for each budget category. Because this list does not encompass every possible item that could be included in an approved budget, items not covered by this guidance should be discussed with your Program Associate to determine appropriate supporting documentation.

Cost Category	Required Documentation
Personnel	<ul style="list-style-type: none"> • Resumes and Job Descriptions (only required once per employee) • Paystubs or Payroll Reports - <i>Remember to redact non-grant funded employees</i> <ul style="list-style-type: none"> ○ Paystubs or payroll reports must show the employee name, hours worked, hourly rate of pay, gross wages earned, pay period start and end dates, pay date and all deductions for taxes/benefits/etc. ○ For organizations utilizing payroll reports, the reports must be generated directly from payroll software (no spreadsheet exports can be accepted) • Timesheets <ul style="list-style-type: none"> ○ Employee timesheets are required for each employee (whether salaried or non-salaried) and must show daily work activity (i.e. 8 hours or 9-5). ★ <i>All subgrantees must use NCA's timesheet, or one that contains all of the same information, that aligns with their organization's pay period.</i> ○ If an employee works on more than one federal award; a federal award and a nonfederal award; an indirect cost activity and a direct cost activity; two or more indirect activities; or an unallowable activity and a direct or indirect cost activity, allocated timesheets must accurately reflect the amount of time worked daily on each activity. ○ If an employee is funded by multiple sources, allocated timesheets should be based on actual time worked on each activity, not simply divided based on the percentage the employee is funded from each source. ○ Timesheets must include a summary of NCA grant-related activities. The summary should provide a specific overview of the actual work completed toward project activities for each pay period.

<p>Cost Category</p>	<p>Required Documentation</p> <ul style="list-style-type: none"> ○ Employee timesheets must be signed and dated by the employee and an approving official or other authorized individual who has knowledge of the work performed. ○ Timesheets with typed/digital “signatures” are acceptable in situations where 1) an organization utilizes an approved electronic time reporting system, or 2) each digitally signed timesheet is accompanied by a copy of the email where the employee sent the timesheet to their supervisor for approval. ○ An example of an acceptable timesheet can be found in the appendices. <p> <i>TIP: Set up your payroll software to indicate direct deposit with banking information on the paystub and <u>no additional proof of payment will be required.</u></i></p>
<p>Cost Category</p> <p>Fringe Benefits</p>	<p>Required Documentation</p> <ul style="list-style-type: none"> ● Paystubs or Payroll Reports - <i>Remember to redact non-grant funded employees</i> <ul style="list-style-type: none"> ○ Paystubs or payroll reports should list all employer-paid benefits. ● Invoices from Outside Organizations <ul style="list-style-type: none"> ○ If paystubs do not show employer paid benefits, you must provide copies of the monthly/quarterly/yearly invoices from the outside organization(s) your organization utilizes for your employees to receive benefits (i.e. BlueCross, Delta Dental, Aetna, Cigna, etc.) ● Unemployment and Workers’ Compensation Insurance <ul style="list-style-type: none"> ○ If your paystubs do not show unemployment or workers compensation insurance payments, you must provide documentation for the payments made to the outside organization, state and/or federal government for these costs. <p><i>*A copy of the organization’s employee benefit policy must be submitted along with the first report.</i></p> <p> <i>TIP: Set up your payroll software to detail all employer-paid benefits, by employee, and <u>no additional proof of payment will be required.</u> *</i></p>
<p>Cost Category</p> <p>Travel</p>	<p>Required Documentation</p> <p>IMPORTANT: Please review NCA’s Travel Guide Sheet thoroughly PRIOR to making travel plans as all travel related expenses must comply with NCA guidance, the established federal travel policy or the subrecipient’s established written travel policy, whichever is more restrictive.</p> <p>An internal travel form is required and should show the date of travel, destination of travel, purpose of travel, and detailed information about the request (e.g. miles traveled, M&I rate). The reimbursement request form should be <u>signed by the employee and approved by an approving official.</u></p> <ul style="list-style-type: none"> ● Mileage Reimbursement <ul style="list-style-type: none"> ○ All mileage is to be calculated by and documented with a departure and arrival address. A map printout (Google Maps, MapQuest) must also be provided. ○ Mileage reimbursement cannot exceed the current gsa.gov mileage reimbursement rate or the organization’s mileage reimbursement rate, whichever is less. ● Meals and Incidentals (M&I Per Diem) Reimbursement

Cost Category	Required Documentation
	<ul style="list-style-type: none"> ○ M&I Per Diem reimbursement cannot exceed the GSA rate in place at the time of travel and must be based on the location of the lodging. ○ On the first and last day of travel, only 75 percent of the total M&IE rate for the travel location is reimbursable. For your convenience, the grant reporting workbook has an M&I Per Diem calculator which will help you calculate the amounts. ○ Meals included in registration fees or that are part of a training/conference/ meeting must be reduced from the daily M&I rate. ○ *Please note: Only M&I Per Diem, not actual expenses, is eligible for reimbursement. If a subrecipient's written travel policies require that the employee be reimbursed for actual costs, no reimbursement for meals will be allowable. <ul style="list-style-type: none"> ● Lodging <ul style="list-style-type: none"> ○ An itemized zero-balance receipt that shows the name of the traveler, dates of the stay, rate, taxes and fees for each night and shows that the bill has been paid in full. ○ Lodging nightly rates cannot exceed the gsa.gov rate in place at the time of the stay. If the lodging rate is not the Federal per diem rate or less, none of the lodging costs can be reimbursed. We cannot reimburse at even a partial rate. ● Airfare <ul style="list-style-type: none"> ○ A detailed receipt/itinerary must be provided, which shows the passenger's name, date and location of flight, class of service and payment method. ○ Expenses paid by flight credits due to a previous cancelled flight may be reimbursed with the appropriate documentation attached to the expense report: <ul style="list-style-type: none"> ▪ The original ticket(s) that the flight credit came from ▪ Confirmation of the cancelled flight and/or when the flight amount turned into a credit. Please note: the original flight must have been purchased during the award period in order to be eligible for reimbursement. ● Rental Vehicles <ul style="list-style-type: none"> ○ Rental Vehicles require prior written approval from your assigned Program Associate. If an employee is driving a company vehicle or rental vehicle, the cost of the rental and/or fuel should be reimbursed rather than utilizing the mileage rate. <p>*If travel is due to a meeting, convention, training, etc., required backup documentation includes a copy of the agenda. Travel can only be reimbursed after the travel/training is completed.</p> <ul style="list-style-type: none"> ● Proof of Expense <ul style="list-style-type: none"> ○ You must provide receipts for travel expenses, including but not limited to hotel/lodging expenses, airline tickets, taxi/uber/shuttle services. ● For any employee reimbursement, including mileage and M&I per diem, proof of reimbursement to the employee must be included.
Equipment	<p>Equipment is tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of \$10,000 or more per unit (or the organization's capitalization policy, if it is less than \$10,000). If the organization does not have a capitalization policy in place, the Federal policy amount of \$10,000 must be followed.</p> <ul style="list-style-type: none"> ● Receipts/Invoices/Bids

Cost Category	Required Documentation
	<ul style="list-style-type: none"> ○ NCA requires purchase receipts or invoices ○ For expenses \$10,000 - \$249,999 - Include written or documented quotes from at least three qualified sources
Supplies	<p>Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$10,000 per unit (or the organization's capitalization threshold, if that is less than \$10,000).</p> <ul style="list-style-type: none"> ● Receipts/Invoices <ul style="list-style-type: none"> ○ ALL invoices/receipts must clearly show the following information: <ul style="list-style-type: none"> ▪ Vendor Name ▪ Date ▪ Total amount owed ▪ An itemized list of what was purchased, if applicable. ○ If your organization is not claiming all of the items purchased, please indicate which item(s) on the receipt or invoice that you wish to claim.
Cost Category	Required Documentation
Consultants	<ul style="list-style-type: none"> ● Maximum Rate <ul style="list-style-type: none"> ○ limited to a rate of \$81.25 per hour or \$650 per day (8 hours @ \$81.25/hour = \$650). Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants. ● Reasonability of Costs <ul style="list-style-type: none"> ○ The cost must be reasonable based on the nature and scope of the service and the cost of similar services in the area. ● Executed Contract/Memorandum of Understanding <ul style="list-style-type: none"> ○ NCA requires a copy of the signed agreement between the subgrantee and the consultant or contractor. At a minimum, the following information should be included in the agreement: <ul style="list-style-type: none"> ▪ The required scope of work ▪ Deliverables ▪ Reimbursement rate ▪ Maximum amount reimbursable ▪ Invoicing and reporting requirements and timelines ▪ Term of agreement (no longer than term of the award) ▪ Dates and signatures of each party <p>Note: If a subrecipient has paid a contractor with grant funds without a contract in place, the expense will be considered unallowable.</p> ● Invoices <ul style="list-style-type: none"> ○ NCA requires an invoice that includes the following information: <ul style="list-style-type: none"> ▪ Vendor Name ▪ Date(s) services were rendered ▪ Hours Worked, if applicable

Cost Category	Required Documentation
	<ul style="list-style-type: none"> ▪ Payment amount due for the services ▪ A list of what service(s) the contractor/consultant performed for the invoice period. <ul style="list-style-type: none"> • Contracted Therapy Services – NCA requires a copy of the signed linkage agreement. Invoices for therapy services must also indicate type of service (including evidence-based treatment provided) and amount of time spent on that service.
Cost Category	Required Documentation
Other	<ul style="list-style-type: none"> • Receipts/Invoices <ul style="list-style-type: none"> ○ ALL invoices/receipts must clearly show the following information: <ul style="list-style-type: none"> ▪ Vendor Name ▪ Date ▪ Total amount owed ▪ An itemized list of what was purchased, if applicable. ○ If your organization is not claiming all of the items purchased, please indicate which item(s) on the receipt or invoice that you wish to claim. • Training Registration <ul style="list-style-type: none"> ○ Invoice from provider must include or be supplemented by: List of attendees, including names, training topics and dates attended to be provided after training event has occurred. ○ Certificates of Attendance/Participation
Indirect Costs	<ul style="list-style-type: none"> • Indirect Cost Rate Agreement <ul style="list-style-type: none"> ○ A signed current indirect cost rate agreement must be on file. If the agreement is expired and awaiting approval for a new rate agreement reimbursement of indirect costs will be prohibited until the new agreement is approved. • Signed De Minimis Form <ul style="list-style-type: none"> ○ Awardees that have never received a negotiated indirect cost rate agreement (NICRA) or do not hold a current NICRA, 2 CFR 200.414(f) allows the use of an indirect cost rate of up to 15% of the project's modified total direct costs (MTDC). ○ If this de minimis approach is chosen, the determined rate (up to 15% MTDC) must be applied consistently across all the organization's federal awards until the organization chooses to negotiate an indirect cost rate. <p>No additional documentation is required; however, the indirect cost expense must be reflected on the general ledger report for the reporting period.</p>

Required Attachment 4: Proof of Payment

Proof of payment must accompany all requests for reimbursement, regardless of budget category. Proof of payment must be submitted for **EACH** expense listed in your report.

IN ADDITION TO THE GENERAL LEDGER REPORT, THERE ARE TWO COMMON METHODS OF SHOWING PROOF OF PAYMENT:

1. Canceled check
 - a. Must show proof from a financial institution that the check was cashed or deposited
2. Bank statement

- a. Must show that the funds left the account and include reference to a check number if payment was made by check

NCA will not accept spreadsheets, computer-generated reports, copies of the front side of a check, or purchase requests as proof of expenditure. These documents may accompany a request for reimbursement, but they should be sent in addition to the documentation requirements set out above, not in lieu of them. If your organization utilizes bank statements as proof of payment, please ensure a check number is printed on the invoices/receipts to make tracking easier.

Please note

NCA reserves the right to request additional backup documentation as needed for the purposes of any current or future grant reviews, closeout requirements or audits, whether internal or by an outside agency such as OIG or DOJ, which could include additional general ledger reports or other source documentation. It is strongly suggested that hard copy printouts of all applicable general ledger reports be maintained, so that in the event of a change to accounting systems being used by your agency, you will still have access to the required backup reports. We require that you maintain all grant-related documentation for a period of no less than five years following the end of the grant period.

Cost Shares or Cost Allocations (Pro-Rating Expenses)

Each receipt, invoice, paystub, timesheet, etc. must be for periods within the dates of the grant award period. A paystub/timesheet/bill/etc. may start before or end after the grant period, but a subgrantee can only be reimbursed for costs incurred within the grant period of performance. As a result, documentation that covers time outside of the grant period of performance must be pro-rated to only seek reimbursement for the days that fall inside the grant period of performance.

For example, if a grant ends on December 31st and your organization's pay period runs from December 25th to January 7th, you would pro-rate the salary/benefits for that grant to only include the days from December 25th to December 31st. If your organization received an additional grant beginning January 1st, the remaining days of January 1st through January 7th would be pro-rated and included on your new grant.

You would submit the same paystub and timesheet with the reimbursement requests for both grants with the notation that they were pro-rated due to the end/beginning of the grant period.

Another form of pro-rating involves only seeking reimbursement for the portion of expenses that is directly attributable to each funding stream. Subgrantees can only request reimbursement for the percentage of each expense that is related to the grant program that is being funded. As a result, it may be necessary to pro-rate costs between grants if your organization receives multiple grants. Questions on pro-rating between multiple grants should be directed to your Program Associate.

Conference Cost Reporting

Conference Costs – All conferences conducted by subrecipients must receive prior written approval and must be submitted within a specified timeframe. **An approved budget is not considered prior approval.** Conference-related expenses may span multiple cost categories and have specific post-event reporting requirements. Failure to adhere to the advanced deadlines and approval requirements may result in the disallowance of those expenses. For a detailed breakdown of allowable conference costs, submission procedures, approval timelines, and post-event reporting requirements, please refer to NCA's Conference Cost Guidance located on the Grantee Resource Page.

Sample General Ledger

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01/09/23

Accrual Basis

Favorite Children's Advocacy Center

Transaction Detail By Account

January 1 through December 31, 2022

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
4010 - Federal Grant Revenue									
Invoice	09/30/2022	1087	NCA Grant Payment	Core Services	NCA Core		1000 - Checkin...	18,163.05	18,163.05
Total 4010 - Federal Grant Income								18,163.05	18,163.05
Total 4000 - Income								18,163.05	18,163.05
6005 - Non-Exempt									
Paycheck	10/14/2022	DD2175	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	214.19	214.19
Paycheck	10/28/2022	DD2188	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	449.84	449.84
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	449.84	449.84
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	449.84	449.84
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	449.84	449.84
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	449.84	449.84
Total 6005 - Non-Exempt								2,463.39	2,463.39
Total 6000 - Personnel								2,463.39	2,463.39
6100 - Fringe Benefits									
6101 - Social Security Tax									
Paycheck	10/14/2022	DD2175	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	13.28	13.28
Paycheck	10/28/2022	DD2188	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	27.89	41.17
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	27.89	69.06
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	27.89	96.95
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	27.89	124.84
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	27.89	152.73
Total 6101 - Social Security Tax								152.73	152.73
6102 - Medicare Expense									
Paycheck	10/14/2022	DD2175	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	3.11	3.11
Paycheck	10/28/2022	DD2188	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	6.52	9.63
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	6.52	16.15
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	6.52	22.67
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	6.52	29.19
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	6.52	35.71
Total 6102 - Medicare Expense								35.71	35.71
6105 - Health Insurance									
Paycheck	10/14/2022	DD2175	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	38.30	38.30
Paycheck	10/28/2022	DD2188	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	80.43	118.73
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	80.43	199.16
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	80.43	279.59
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	80.43	360.02
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	80.43	440.45
Total 6105 - Health Insurance								440.45	440.45

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Accrual Basis

Favorite Children's Advocacy Center

Transaction Detail By Account

January 1 through December 31, 2022

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
6107 - Dental									
Paycheck	10/14/2022	DD2175	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	3.80	3.80
Paycheck	10/28/2022	DD2188	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	7.98	11.78
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	7.98	19.76
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	7.98	27.74
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	7.98	35.72
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	7.98	43.70
Total 6107 - Dental								43.70	43.70
6109 - SEP Retirement Plan									
Paycheck	11/10/2022	DD2202	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	13.50	13.50
Paycheck	11/25/2022	DD2216	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	13.50	27.00
Paycheck	12/09/2022	DD2230	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	13.50	40.50
Paycheck	12/23/2022	DD2245	Taylor Toms	Direct Deposit	NCA Core		1000 - Checkin...	13.50	54.00
Total 6109 - SEP Retirement Plan								54.00	54.00
Total 6100 - Fringe Benefits								726.59	726.59
8410 - Registration Fees									
Expense	10/14/2022	018769	#1 Training	PCIT Training	NCA Core		1000 - Checkin...	1,250.00	1,250.00
Expense	11/14/2022	201086	Child Confer	Annual Confer	NCA Core		1000 - Checkin...	850.00	850.00
Total 8410 Registration								2,100.00	2,100.00
8600 - Consultants									
Expense	11/10/2022	15780	Best Consult	Training	NCA Core		1000 - Checkin...	800.00	800.00
Total 8600 - Consultants								800.00	800.00
TOTAL								6,089.98	6,089.98

Travel Reimbursement Form Example

Expense Voucher

Favorite Child Advocacy Center
123 CAC Street
Sample, LE 01010

Name Jane Doe
PAYABLE TO Jane Doe
 Address 123 Happy Street
 City, State, Zip Sample, LE 01010
 Position Forensic Interviewer

Destination Washington DC
 Purpose Leadership Conference
 Date left 6/8/2025
 Date returned 6/11/2025

1. Enter dates and city

Date	6/8/2025	6/9/2025	6/10/2025	6/11/2025			
City	DC	DC	DC	DC			First and last day of travel are paid at 75% of published rate.
Enter 0.75 for travel day and 1 for full day of stay	0.75	1.00	1.00	0.75			

2. Find and enter Published per diem Rates for lodging and Meals and Incidentals

Rate	6/8/2025	6/9/2025	6/10/2025	6/11/2025			
Lodging Rate							Click here to search rates. Leave cell blank if meal is provided. 1st and last day only include full per-diem rate unless meal was provided. Incidentals are included in the full per-diem rate on first and last day. See example tab for clarification.
Breakfast	23.00	23.00	23.00	23.00			
Lunch	26.00		26.00	26.00			
Dinner	38.00	38.00	38.00	38.00			
First and last day full Per-diem rate							
Incidentals	5.00	5.00	5.00	5.00			
Total Published Meals and Incidentals	92.00	66.00	92.00	92.00	-	-	
Total Calculated Meals and Incidentals	69.00	66.00	92.00	69.00	-	-	296.00

3. Enter reimbursable expenses (attach receipts)

Expense	6/8/2025	6/9/2025	6/10/2025	6/11/2025			
Lodging including tax and fees							-
Air and Ground Travel							-
Baggage Fees	30.00				30.00		60.00
Parking					60.00		60.00
Local Transportation (uber, taxi, shuttle, etc.)	18.38				42.53		60.91
Mileage (.67 cents per mile for FY2024)	30.95				30.95		61.90
Car Rental							-
							-
							-
							-
Total	79.33	-	-	-	163.48	-	242.81

Tips are allowable up to 20%
See travel policy for more info

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

Comments:

Local Transportation to/from airport and hotel
Mileage reimbursement to/from home and airport - Google Maps image attached

Rates Effective 10/1/24-9/30/25

I certify that the above is a true statement of reasonable and necessary travel expenses incurred in the performance of official duties for National Children's Alliance and has not been submitted to another organization for reimbursement. Please attach travel authorization if available.

Employee Signature: Jane Doe
 Supervisor Signature: [Signature]

Date 6/18/2025
 Date 6/21/2025