**Make sure the documents are identified and numbered and, in the order, they appear on the Monthly Expenditure Report**

1. **Reporting Period**: Identify the first and last day of the reporting period.

2. **Document Number**: Assign a number to each bill/receipt/invoice and attach to this coversheet. List number assigned on bill/receipt/invoice.

3. **Position/Title**: Enter position/volunteer title as it appears in the grant budget. i.e.) Project Director, Outreach Coordinator

You do not need to attach a TIME SHEET for State Grants expenditure reports. You do need to retain your time sheets with your copy of the expenditure reports for your records and for monitoring and or auditing purposes. The time sheets must be available if requested. Time sheets MUST be signed by the employee/volunteer and the supervisor.

4. **For Travel claims**: **provide a Travel Log** which shows dates of travel, location, destination, traveler’s name and mileage. Travel log and reimbursement request, both must be signed by the supervisor.
   - All reimbursement requests for travel, lodging and subsistence (per diem – i.e., hotel and meals) must be on a form that is signed by BOTH the employee and the supervisor. Hotel receipts must be submitted as supporting documentation. You must follow the State of NC per diem.

5. **Item/Service**: Enter type of expenditure, i.e.) phone, utilities, office supplies, rent, etc. as listed in the approved grant budget.

6. **Cost of Item/Service**: Enter cost of each expenditure.
   - **Rent**: A one-time copy of the lease/rental agreement is required if you are using our funds. The agreement must include address of rented space, amount of the rent & termination date. Thereafter, a statement/receipt indicating the amount of the rent must be submitted with each expenditure report.
   - **Cell phones, pagers, etc.**: Copies of lease agreements for cell phones, etc. are not required. Copies of cell phone bills ARE required.

7. **Equipment Purchased/Leased**: Enter item as listed on grant budget.
   - **Equipment valued at more than $5,000.00**: Make sure you list purchased equipment on the expenditure report.

8. **Contracts or Service Providers**: **Reviewed and approved by NC CFWYI prior to any work commencing** in order for consideration of reimbursement of expenses.
   - Bills or invoices from the service provider must be submitted when reimbursement for each service is claimed.

19. **Amount Submitted this expenditure report**: Enter total grant expenditures. **Cumulative Total**: Total since the beginning of the current grant cycle.

October 2020