

TIME AND EXPENSE SHEET

Sheet No. _____ of _____

*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.*

Name _____ Organization _____

Date	Scope-of-Work Item Number ¹	Description of Donation or Expenditure ²	Miles or Hours	x	Rate ³	=	Grant Reimbursement Amount	or	In-kind and/or Cash Donation Amount

Totals \$ _____ \$ _____

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 qualifications must be justified in writing.

(Transfer these totals to Reimbursement Request Summary Sheet.)
 Signature _____