



PERSONNEL	
Employee/Contractor Salary & Benefits	<ul style="list-style-type: none"> <li>• Timesheets showing allocation of time spent working on WRCAC project. Timesheets must be approved by the employee's direct supervisor or the board president for a contract employee.</li> <li>• Dated general ledger showing payroll and fringe benefits charged to WRCAC.</li> </ul>
CONSULTANT/TRAINERS	
Consultants/Trainers	<ul style="list-style-type: none"> <li>• Copy of signed contract with statement of work, dates and rate not to exceed \$650 per day or \$81.25 per hour.</li> <li>• If contract includes preparation time, a breakdown of how the preparation time was used.</li> <li>• Invoice showing hours/days and rate.</li> <li>• If applicable, a copy of training materials developed with these funds.</li> </ul>
TRAVEL	
Hotel/Lodging	<ul style="list-style-type: none"> <li>• Hotel/Lodging receipt showing the name of the traveler, nightly rate (not to exceed the federal per diem rate), and a zero balance showing that the full amount has been paid.</li> <li>• A copy of the per diem rate for the travel destination from - <a href="https://www.gsa.gov/portal/category/100120">https://www.gsa.gov/portal/category/100120</a>.</li> </ul>
Airfare	<ul style="list-style-type: none"> <li>• Airfare receipt showing the name of the flyer, travel dates, class of airfare, airfare itinerary and proof of payment. <i>Only economy or coach class and special low-cost rates will be reimbursed.</i></li> <li>• Flight reservations should be made as soon as possible to receive the most economical fare. Tickets must be booked no less than 3 weeks prior to the travel date.</li> <li>• If personal time is added, an airfare cost comparison must be provided showing (1) the cost of airfare for the dates of approved travel; and (2) the cost of airfare for the extended dates. WRCAC will reimburse for the less expensive airfare. The following information should be provided on the comparison fare:             <ul style="list-style-type: none"> <li>○ The date the comparison fare was run – this date should match the date the actual airfare was purchased..</li> <li>○ Travel dates(s)</li> <li>○ Class of airfare – the comparison fare must be economy class, coach or special low-cost rates</li> <li>○ Travel itinerary details</li> </ul> </li> <li>• <i>In-flight Wi-Fi is not allowable and will not be reimbursed.</i></li> </ul>
Baggage Fees	<ul style="list-style-type: none"> <li>• Dated receipt showing name of traveler, destination, airline carrier and proof of payment.</li> </ul>
Meals & Incidental Expenses (M&IE)	<ul style="list-style-type: none"> <li>• M&amp;IE costs are based on the lodging destination and month.</li> <li>• The first and last day of travel are calculated at 75% of the daily M&amp;IE rate.</li> </ul>

\*All expenditures must adhere to Federal Guidelines under the Department of Justice Grants Financial Guide (<http://ojp.gov/financialguide/DOJ/index.htm>). This project is supported by award number 2016-CI-FX-K004 under the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position for policies of the U.S. Department of Justice.

	<ul style="list-style-type: none"> <li>Meeting/Conference-provided meals must be deducted from the daily M&amp;IE rate based on the GSA rate for the meal(s) and location.</li> <li>A copy of the M&amp;IE per diem and meal rates for the lodging destination can be found here: <a href="https://www.gsa.gov/portal/category/100120">https://www.gsa.gov/portal/category/100120</a></li> </ul>
Mileage	<ul style="list-style-type: none"> <li>MapQuest or similar map documentation showing beginning and ending destination with total number of miles traveled.</li> <li>Round to the nearest tenth or hundredth mile based on the map documentation provided.</li> <li>Include the name of the traveler and the purpose of the trip (e.g., home to airport, airport to hotel, etc.) – this information can be handwritten before scanning the document.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>Dated receipt showing location and proof of payment.</li> </ul>
Ground Transportation (e.g., Lyft, Uber, taxi, airport shuttle, etc.)	<ul style="list-style-type: none"> <li>Dated receipt showing proof of payment with pick-up and drop-off locations.</li> <li>Business purpose must be indicated on the receipt (e.g., shuttle from airport to hotel, taxi from hotel to training site, etc.) – this information can be handwritten before scanning the document.</li> <li><i>Tips and trips to/from meal destinations are not allowable and will not be reimbursed.</i></li> </ul>
<b>TRAINING</b>	
Training	<ul style="list-style-type: none"> <li>Agenda with the date and location of the training.</li> <li>Description of the training.</li> <li>A list of training participants (e.g., sign-in sheets, registration lists).</li> <li>For meeting room and/or AV expenses, an invoice showing date and location with proof of payment, and a calculation of the total meeting room and AV costs per attendee per day. <i>Please note that the federal guidelines limit meeting room/AV services to \$25 per day per attendee.</i></li> </ul>
<b>PRINTING</b>	
Printing	<ul style="list-style-type: none"> <li>Dated invoice/receipt showing number of copies, cost per copy, and total amount paid with proof of payment.</li> <li>A description of how printed document(s) tie to the project deliverables.</li> <li>Copy of printed material.</li> </ul>
<b>CONFERENCE REGISTRATION</b>	
Conference Registration	<ul style="list-style-type: none"> <li>Dated receipt showing name of conference registrant, tuition amount, and proof of payment.</li> <li>A participant list or Certificate of Completion, if offered.</li> </ul>
<b>OTHER</b>	
Supplies	<ul style="list-style-type: none"> <li>Dated receipt showing items purchased and proof of payment.</li> <li>A description of how the purchased supplies tie to the project deliverables.</li> </ul>

***WRCAC may require additional information or documentation for any expenses that are unclear or seem unreasonable or to attest to the accuracy of the expenses.***