

Federal Grants Reimbursement Guidelines

In order to process all future reimbursement requests please submit the following:

1. An invoice summarizing total amount being requested
2. A completed grant expenditure report (GER)
3. A copy of the invoices for purchases made from outside vendors
4. Time and effort documentation (if requesting reimbursement for salaries paid)
5. **Proof of payment**

Acceptable forms of proof of payment are as follows:

- For payment made by check: cancelled check (to either vendor or p-card bank).
- For online payments or wires: payment confirmation.
- For salaries paid by ACH: a detailed payroll register listing employee names, total amount paid, pay period and pay date as well as ACH confirmation from your bank. Total amount paid on the register must tie to the confirmation.

Adequate proof of delivery is as follows:

Materials/supplies/equipment: Packing slip listing items and serial numbers.

Services: A completed Proof of Delivery for Contracted Services letter, attached. Please attach the letter to the corresponding invoice.