Logo

Description automatically generated with low confidence

# NADTC Invoice Documentation Guide

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Reimbursable Expenses** | **Documentation Required** |
| **Personnel Costs** | Salaries | * Salary Summary using NADTC Invoice Summary Sheet *(employee, position, hours worked, payrate or percentage of time allocated to project).* * Payroll report or paystub. |
|  | Fringe | * Documentation of rate calculation (approved with final budget). * Payroll report or paystub. |
| **Meeting/Training Expenses** | Space rental | * Itemized invoice. |
|  | Food *(as reasonable and necessary)* | • Itemized invoice if part of space rental.   * Copy of receipt. |
|  | Copying materials | * In-House: Summary sheet showing code grant is billed under with number of copies and calculation of cost * Purchased: Itemized invoice. |
|  | AV equipment rental | * Itemized invoice. |
|  | Speaker fees/travel costs | • Itemized invoice.   * Contract/MOU showing agreed to terms, including rate. |
|  | Accessibility accommodations (i.e., captions, language interpretation) | • Itemized invoice. |
|  | Travel costs for participating community members | * Summary sheet showing number of miles x mileage reimbursement rate (not to exceed current [GSA mileage rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)). * Receipt showing date, fare amount. |
|  | Stipends/gift cards for participating community members | * Copy of cancelled check, or receipt if gift card. |
| **Travel Costs** *(Explain**Purpose of travel and how it relates to the project.)* | Mileage | * Summary sheet showing number of miles x mileage reimbursement rate (not to exceed current GSA mileage rate). |
|  | Airfare, Parking, Ground Transportation and Lodging | * Copy of receipts (not just credit card charge). |
|  | Meals | * Copy of *itemized* receipts (not just credit card charge). |
| **Subcontracted Services** | Consultants | * Itemized invoice, including project-related activities. |
|  | Consultant Travel | * Itemized invoice, including purpose of trip and how it relates to project. |
| **Other Direct Costs** | Office Space Rental/Utilities | * Copy of bill or lease with calculation of share of total cost. |
|  | Telephone/fax/internet service | * Copy of bill with calculation of share of total cost. |
|  | Photocopying/Duplication | * In-House: Summary sheet showing code grant is billed under with number of copies and calculation of cost * Purchased: Itemized invoice. |
|  | Printing | • Itemized invoice. |
|  | Mailing (UPS, Fed Ex, USPS, etc.) | * Copy of receipt. |
|  | Postage metered mail | * Meter bill with number of pieces times rate. |
|  | Office Supplies | * Copy of receipt or itemized invoice. |
|  | Marketing/Media/Outreach | * Copy of receipt or itemized invoice. |
| **Indirect Costs** | Percentage of direct costs (identify which) | * Details regarding how indirect costs are calculated, including a copy of the organization’s approved Indirect Rate, must be submitted with final budget. |